

## Park District of Ottawa County Position Description

<b>Job Title:</b>	Administrative Specialist
<b>Reports to:</b>	Executive Director
<b>Job Status:</b>	Classified, FLSA Non-Exempt, Part-time (up to 28 hrs per week)
<b>Salary Range:</b>	\$18.00 an hour, or commensurate with experience and education

### Job Summary

The Administrative Specialist will: assist the public, perform clerical duties, assist with educational programming and special events, assist with financial paperwork, develop digital photo inventory, attend meetings, assist with volunteer coordination, coordinate marketing initiatives including social media plans, website features, e-newsletters, and press releases.

### Essential Knowledge, Abilities and Skills, Education

- Two year Associates degree required, additional educational background preferred
- Must have good computer skills, data entry and telephone communication skills
- Must have the knowledge to use social media outlets including but not limited to Facebook, Twitter, LinkedIn, Instagram and YouTube.
- Must have the ability to communicate effectively and interact with the general public
- Must have knowledge of office practices and procedures, spelling and grammar and basic math skills
- Must be able to manage confidential documents and information

**Preferred Qualifications:** Two years' experience in an office setting assigned clerical duties; excellent skills in Microsoft Office programs and Adobe programs. Experience with social media outlets and ability to create newsletters. Will be required to complete Sunshine Law training upon hiring. Experience with assisting first aid, CPR and use of AED is beneficial.

### Essential Functions of the Position

- Be familiar with all Park District projects and strategic goals
- Answer Park District phone calls
- Respond to Park District website inquiry e-mails
- File meeting minutes, board packets, and board resolutions
- Assist with planning board meetings
- Assist with taking board meeting minutes
- Assist with filing financial paperwork
- Assist with donation paperwork and donation log sheet
- Develop archival files
- Handle all public records requests and records requests log sheet
- Assist with processing reports
- Attend volunteer meetings
- Coordinate volunteer needs
- Assist with event planning and coverage
- Assist with program planning and coverage
- Assist with purchasing
- Create and facilitate social media plan

- Compile email contacts lists
- Create and send e-newsletters
- Submit press releases
- Develop additional marketing pieces including brochures and posters
- Submit updates for website
- Other duties as assigned

**Job Location**

Work is performed at the Park Office

**Equipment Used**

Computer, calculator, copy machine, scanner, laminator, binding machine, AV equipment, digital camera

**Critical Skills/Expertise**

Effective communication skills, knowledge of Microsoft Office and Adobe programs, use of social media outlets; possess accurate data entry skills, ability to maintain confidential documents and information, dependable and honest; able to self-direct daily work load; a team player. Adhere to the mission of the Park District.

**Other Responsibilities**

Other related functions and responsibilities as designated by the Executive Director. Assist with first aid, CPR, and/or AED if needed.

**How to Apply**

Interested applicants are required to e-mail cover letter and resume to [jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org) no later than January 27<sup>th</sup>, 2023. Contact Executive Director Jannah Wilson at (419) 707-4051 with any questions.

*The Park District of Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*