

Park District of Ottawa County

Position Description

Posting Dates: September 28th – October 9th, 2026

Job Title:	Office Administrator
Reports to:	Executive Director
Job Status:	Part-time, up to 24 hours per week, non-exempt/unclassified
Salary Range:	\$22.00 - \$24.00 per hour, or commensurate with experience

Job Summary:

The Office Administrator serves as the manager of financial business and accounting for the Park District.

Essential Duties and Responsibilities:

- Maintains the Park District budget. Submits a budget summary report monthly for review with the Executive Director and to the Board of Park Commissioners. Maintains an internal departmental budget for the Park District. Transfers money from other accounts or from the unappropriated balance when needed.
- Pays all bills by processing and submitting pay-ins to the Ottawa County Auditor's Office on a timely basis.
- Maintains a purchase order system through the Ottawa County Auditor. Submits encumbrance requests. Responsible for tracking the expenditures and making adjustments to purchase orders as needed. Assures money is appropriately allocated to cover expenses. Reports overages to the Director. Submits paperwork for line-item transfers when needed.
- Sends appropriate paperwork, such as the tax-exempt forms, to all new vendors to set up charge accounts. Updates employee purchasing forms for all vendors. Sends W-9 forms to new vendors; sends all completed and returned forms to the Ottawa County Auditor's Office and maintains records of all W-9s received.
- Serves as the primary payroll officer to the County, responsible for conducting and/or supervising the calculating and recording of all employee timesheets bi-weekly, and then submitting the bi-weekly timesheets to the Ottawa County Auditor's Office.
- Works with the Director to coordinate the Park District's insurance.
- Works directly with the State Auditor and serves as the primary contact person during all audits. Provides all information, maintains all records, fills out all paperwork, and completes all reports associated with the audits. Responsible for implementing changes to policy and procedure based on audit findings.
- Works with the Executive Director to update the employee policy manual yearly and as needed; submits proposed changes for approval by the Board of Park Commissioners. Responsible for maintaining contact with the County and keeping current with any changes in employment law to be incorporated into the employee policy manual.

- Sends employees for pre-employment drug screens and wellness screenings, and maintains test records and employee personnel files. Assists employees on the completion of all paperwork.
- Works with the Executive Director in the hiring process by assisting in the development of job descriptions, posting internal positions, verifying references, and sending letters to notify candidates of acceptance or denial of a position.
- Completes forms required for Park District properties. Assists with organizing property files.
- Assists with grant applications.
- Assists with maintenance logs, equipment inventories, and GIS system for forms, record keeping and workflows.
- Works with the Director to prepare yearly administrative budget requirements or other requested budgetary items.
- Runs errands, takes pay-ins, cash, checks, billings, and correspondence to County offices as needed.
- Assembles board packets and financial reports.
- Attends park board meetings to provide monthly financial report.
- Other duties as assigned by the Director that are deemed appropriate and necessary for the position.

Essential Knowledge, Abilities, Skills, and Education:

- Requires Proficiency in Word, Excel, Google Docs, Google Sheets and Adobe Acrobat.
- Must have excellent organizational and written and verbal communication skills.
- Requires demonstrated emotional intelligence with proven track record of establishing and maintaining critical relationships internally and externally. Demonstrated trust, integrity, and credibility.
- Must possess and maintain a valid Ohio driver's license, personal auto insurance, and ability to be insured under the Park District's insurance policy.
- Associates degree required; Bachelor's degree in business, management, or related field preferred
- At least three (3) years of accounting, payroll, supervisory, and human resources experience or equivalent.

Job Location:

- Report each work day to main office. May be required to attend meetings during off-hours or report to various locations throughout Ottawa County.

Equipment Used

- Computer, printer, scanner, general office equipment

Additional Benefits

- Position includes earned sick time and retirement benefits (Ohio Public Employees Retirement System – OPERS)

Other Responsibilities

- Other related functions and responsibilities as designated by the Executive Director.

How to Apply

- Send cover letter and resume to jwilson@ottawacountyparksoh.org by October 9th, 2026 at 4:30pm. Please contact Jannah Wilson at (419) 707-4051 with any questions related to the position.

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.