



## *Job Description* **Administrative Services Coordinator**

**Department:** Administration  
**Classification:** Part-Time  
**Accountability:** Reports to the Finance and Technology Administrator

### **Job Requirements / Qualifications**

- Must be computer proficient with skills in Microsoft Office including Word, Excel, and Outlook.
- Excellent customer service skills
- Valid Illinois State Driver's License (Class D)
- Ability to accurately fulfill data entry requirements and calculator use.
- Ability to analyze and problem solve situations.
- Must possess the ability to operate at a quality level, the office technology, telephone, fax machine, copier, tablets and computers.
- The fundamental purpose of this position is to offer a quality level of service that promotes the vision and purpose of the Oregon Park District, meets the customers' expectations, and establishes or maintains a positive and productive relationship within the organization and with its citizens.

### **Essential Functions / Responsibilities**

- Assist Front Counter operations and fill-in for Receptionist staff during vacation leave or unanticipated sick leave
- Receive, match, and enter vendor invoices/vouchers.
- Respond to questions from vendors and staff regarding invoices and vouchers.
- Review of daily cash reports, prepare and deliver bank deposits.
- Organize and code weekly Corporate Account purchases for all departments as needed.
- Investigate and solve customer service issues related to activity and facility reservations.
- Assist in maintaining all files and records, including program databases, schedules, discussions and correspondence with customers.
- Work closely with and train District staff in skills pertaining to registration procedures.
- Maintain accident/incident report spreadsheet and associated files.
- Complete daily runs to the post office for incoming and outgoing mail.
- Assist in seasonal program updates in Recreation Software and activity guide proofing
- Assist the Finance & Technology Administrator in supporting the District's financial and recreation software platforms.
- Prepare, deliver and support the Districts Corporate Membership Program.
- Complete facility tours and schedule/coordinate group visits and private rentals.
- Monitor and reconcile the Districts activity and facility payment plans.
- Notify facility users of facility and park information including closures and improvements.
- Coordinate the District's Financial Assistance program.
- Position will serve as a secondary FOIA officer in the absence of the Finance and Technology Administrator.
- Perform other duties as assigned by supervisor.

### **Job Specifications (Personnel)**

- Must work closely with co-workers and patrons.
- Must be appropriately dressed, polite and never argumentative.
- Interact with patrons, co-workers and other park district staff in a professional and positive manner.
- Ability to resolve differences and situations that arise.
- Maintain confidentiality regarding participants, staff and park district's private information.

### **Essential Mental / Physical Requirements**

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function effectively in a fast-paced environment.
- Workers are allowed and encouraged to use mechanical or manual assists for lifting above 40 lbs. as a guideline.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.

Reasonable accommodations may be made to enable individuals with disabilities.

***This job description is meant as an outline and does not represent all duties.***

*(Revised 8-28-2024)*