



## Job Description

**Job Title:** Administrative Assistant II  
**Reports to:** Administrative Services Manager  
**FLSA Status:** Part-time/Nonexempt (Hourly)  
**Starting Wage:** \$15.00 - \$17.31 (commensurate with experience)  
Participation in the Illinois Municipal Retirement Fund pension plan

**PURPOSE.** Effectively maintains information and telephone lists to provide for an efficient and organized office. Demonstrates ability to thoroughly and accurately review a variety of data to ensure effective completion and conformance to established guidelines. Efficiently completes a wide range of administrative tasks which include correspondence, minutes, reports, agendas, and other material in a manner that meets or beats deadlines associated with work assignments and special projects.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Performs administrative duties including: memos, letters, correspondence, and reports for the Executive Director, other Directors, and Management Team as assigned by the Executive Director
- Answers phones and assist callers or connects the caller to the proper staff person
- Assists customers with information, reservations, passes, permits, etc.
- Reviews and answers correspondence on website
- Schedules and maintains calendar for the meeting room for the Executive Director, as well as other Directors and Management Team as appropriate
- Maintains law enforcement calendar
- Maintains fax machine and program numbers
- Maintains photo ID machine and printer
- Orders supplies
- Coordinates golf outings and tee time reservations
- Creates brochures, permits, signs and forms
- Updates information on FPWC website
- Processes mailings for golfers and golf cars
- Directs and assists FPWC email requests as needed and forwards information
- Serves as backup to Administrative Assistant I
- Maintains regular attendance and punctuality
- Other duties as assigned

**KNOWLEDGE, SKILLS and ABILITIES REQUIRED FOR THE JOB.** Must have full working knowledge of administrative practices and principles. Must have a working knowledge of applicable software such as Microsoft Office Suite. Must have excellent communication and organizational skill; along with excellent telephone etiquette.

**QUALIFICATIONS.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE.** High School Diploma or GED required, plus related experience and/or training; or equivalent combination of education and experience. College degree preferred.

**LANGUAGE SKILLS.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**MACHINES, TOOLS, AND EQUIPMENT.** Must be able to use: telephones, computers, fax machines, copiers, office software (Microsoft Office Word, Excel) and various other office machines.

**PHYSICAL DEMANDS.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Works in normal office conditions.