



JOB OPENING
PLANNING DIVISION
**ADMINISTRATIVE SPECIALIST OF
THE PLANNING DIVISION**

MARCH 26, 2019 - POSITION: FULL TIME
Starting salary range: \$40,000 - \$45,000 annually.

OUR MISSION

We contribute to a healthy and vibrant Peoria community by responsibly using our District resources to offer high quality parks and recreation experiences to those who live, work and play in our District.



OVERVIEW

Under the direction of the Superintendent of the Planning, Design and Construction Division, the Administrative Specialist of the Planning Division is responsible for a number of specific tasks as outlined below.

RESPONSIBILITIES

- Maintains current project bookkeeping/accounting records for all projects and accounts under the responsibility of the Planning, Design and Construction Division and other requested bonded accounts.
- Prepares payment ledger worksheets to track project financial status. Closely monitors monthly reports, initiates correction requests and project account reports.
- Provides account/funding information to District staff, as required. Maintains support service charges on Division projects.
- Prepares and manages credit card reporting for the Planning Division.
- During the bid and construction process, assists project managers with bid advertisement, technical specifications, addenda distribution, website postings and bid openings.
- Maintains current contractor, consultant, supplier vendor lists for the Planning Division.
- Prepares Planning Division monthly reports and manages Planning Division plan room. Manages Planning Division shop drawings & operation/maintenance manual inventory.
- Creates and manages Planning Division master warranty list.
- Manages Planning Division closed project files and assists in archiving land management files.
- Assists with entering asset inventory into new asset management software. Assists with work order system in new asset management software for Planning and Parks Divisions.
- Assists with accounting and relevant paperwork associated with grant administration requirements.
- Receives and routes general telephone calls, e-mails and work orders to appropriate supervisors in the Planning and Parks Divisions. Routes emergency work requests to appropriate work crews and monitors response.
- Orders and maintains inventory of office supplies for the Planning Division.
- Follows all safety procedures that pertain to the duties performed. Supports all aspects of the Park District's safety program.
- Performs all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Two year degree in business administration, accounting or related field. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Illinois Notary Public certification.
- Minimum of four years experience in a related field.
- Requires thorough knowledge of general office procedures and equipment, accounting, project scheduling, computer operation and various software applications, such as, Word, Excel, Access and Acrobat.
- Ability to communicate effectively and tactfully, both orally and on writing, utilizing a thorough knowledge of business English, grammar, spelling and technical writing. Outstanding attention to accuracy and detail.
- Ability to respond to a variety of inquiries and make appropriate referrals.
- Ability to prepare and maintain complex and non-routine records and reports.
- Ability to gather and assemble data from varied sources.
- Ability to work with records, files and other information while maintaining confidentiality.
- Ability to work harmoniously with the general public and park district personnel in an enthusiastic and cooperative manner.
- Ability to solve problems, plan, coordinate, organize, interpret and advise.
- Proficiency and knowledge of accounting procedures.
- Membership in AFSCME Council 31, Local 3774 will be required.

BENEFITS AND PERKS

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

HOW TO APPLY

- View *Employment Opportunities* and complete an online application in the “Join Our Team” section at www.peoriaparks.org.
- Applicants may submit a resume', but to be fully considered for this position an online application must be completed.
- While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted.
- Applications will be reviewed until position is filled.

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER.



HUMAN RESOURCES

1125 W. Lake Avenue, Peoria, IL 61614 | 309-681-2821

Peoria**Parks**.org