



Department: Administration  
Reports To: Executive Director  
Classification: Part Time, Exempt, At-Will

#### Summary

The Human Resources – Office Manager is a dual-role involving full spectrum human resources and office management responsibilities for the Rochelle Park District. The ideal candidate will be a self-starter, who is just as comfortable working autonomously as with a team. This candidate will should be culture-focused, bringing enthusiasm to the customer service team.

#### Qualifications

A minimum of a bachelor's degree, preferred. Experience in customer service, sales, marketing, computers and human resources. Possesses knowledge of administrative techniques, oral and written communication skills, and ability to be extremely detail oriented. Bilingual candidates strongly encouraged to apply.

#### Essential Functions

- Manages front desk customer service staff (hiring, training, overseeing, scheduling, etc)
- Responsible for managing office services, which may include copy services, word processing, mail and distribution services, records retention, office reception, and communication systems, such as telephones.
- Provide quality customer service to all members and guests.
- Assists customers registering for programs and activities; processes POS transactions, issues receipt and reports, reconciles cash drawer.
- Proficient in technology/computers for RecTrac management
- Manages general safety and risk management concerns for all operations, functions, grounds, and facilities. Formulates, implements, monitors, and maintains procedures and records as they relate to loss prevention, safety training, accident/incident investigation, claim reporting and safety inspections.
- Responsible for providing administrative support to the Executive Director. Handles details of a highly confidential and critical nature.
- Assumes full responsibility for the organization's adherence to federal, state, and local employment laws. Oversees all human resources policies and procedures, recruiting, performance management, staff development, benefit administration, leave administration, and compensation planning. Assists department managers in carrying out their responsibilities on personnel matters, consulting with legal counsel as appropriate.
- Performs other duties assigned by Superintendents

#### Marginal Functions

- Monitors cleanliness of facilities and fields.
- Assists in facility emergency situations.
- Serves as the District FOIA officer
- Performs other duties as assigned by supervisor.
- The District encourages its employees to "take ownership" of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

#### Safety

- All employees will be responsible for implementing the policies and procedures that pertain to safety and health.
- Safety Coordinator should be responsible for ensuring that all employees follow the established safety rules.

#### Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

#### Physiological Considerations

- Must be in good physical health.
- Employee may lift fifty (50) pounds or less for medium to light work.
- Employee may lift fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.

#### Environmental Considerations

- May be exposed to all kinds of weather conditions.

#### Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must be able to follow directions from and work with supervisors, and co-workers.

#### Hours & Wage Range

The position of Human Resources – Office Manager shall be paid every two weeks. This position will work approximately 20-25 hours per week with a variety of scheduled shifts. \$16-20/hour DOQ .

#### To Apply

Please send resume to:

**Jackee Ohlinger**  
**Flagg-Rochelle Community Park District**  
802 Jones Road  
Rochelle, IL 61068  
JOhlinger@RochelleParkDistrict.org

The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.