



Job Posting

West Bloomfield Parks is seeking a full-time Administrative Assistant to provide administrative and clerical support to the Executive Director and other team members. The Administrative Assistant is highly-organized, very proficient in technology including the Microsoft office suite; is self-directed, detail-oriented with the ability to work in a fast-paced environment. This position reports to the Executive Director and collaborates with Leadership and Administrative teams.

This position includes a full benefits package including medical, dental, vision, 401a, flex spending account, vacation time, sick time, and personal business leave.

JOB SUMMARY:

- Associate degree or equivalent administrative experience is required.
- Bachelor degree in business administration or equivalent preferred.
- Proven experience as an administrative assistant, as a manager, with data entry or in a similar role.
- Must be proficient in Microsoft Office - Word, Excel, PowerPoint and Outlook. Microsoft Teams experience preferred.
- Must be proficient in Adobe Pro and/or other Adobe applications.
- Must be proficient in Google drive, docs, forms and other Google tools.
- Must have some experience in online tools such as Survey Monkey, Sign up Genius, Cognito Forms, Doodle Polls, Canva, etc.
- Must be able to type quickly, minimum 60 WPM accurately.

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to www.wbparks.org/employment.

HOURS: Typical work hours are 40 hours per week. Work schedule is Monday through Friday 8am-4:30pm, with some weekend or evening shifts as required.

HOURLY RATE: \$23.10 (Potential for an annual increase based upon a satisfactory performance review.)

TO APPLY: To be considered for this position, **please submit a completed application and resume.** Applications will be reviewed on a rolling basis, and interviews may commence as suitable candidates are identified. We encourage early application as the position will remain open until filled.

Attn: Human Resources
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@westbloomfieldparks.org

Blank applications are available at West Bloomfield Parks or download a copy online at www.wbparks.org/employment.



Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900



Job Description:

Job Title: Administrative Assistant

Department: Administration

FLSA Status: Non-exempt

Salary Grade: 5

Position Description Summary:

The Administrative Assistant plays a crucial role in supporting the internal operations of West Bloomfield Parks by providing executive assistance, coordinating Commission meetings, managing documents and offering support in a variety of roles. This position reports to the Executive Director and collaborates with Leadership and Administrative teams. The Administrative Assistant is highly-organized, very proficient in technology including the Microsoft office suite; is self-directed, detail-oriented with the ability to work in a fast-paced environment.

Working Hours:

Typical work hours are 40 hours per week. Work schedule is Monday through Friday 8am-4:30pm, with some weekend or evening shifts as required.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

Administrative Support

- Provide administrative and clerical support to the Executive Director and other administrative team members including the Park Superintendent, Recreation Supervisor, Human Resources Manager and IT Desktop Support Technician.
- Handle tasks such as check request cover sheets, credit cards reports, and processing risk management reports.
- Manage correspondence via various channels (email, USPS, fax, etc). Checks and responds to the general WB Parks office email inbox. Distributes daily mail.
- Coordinate monthly staff report with Leadership and Admin staff. Ensure the report is edited for grammar and all sections are completed to be inserted in the Commission packets.
- Process all FOIA requests. Ensure that FOIA requests are responded to and resolved according to WB Parks FOIA policy. Ensure that timelines are adhered to. Must stay up to date on best practices in regards to FOIA requests to ensure compliance.
- Manage the scheduling of meeting rooms as requested for department meetings or activities.
- Provide support to IT (signing out projectors, etc.) as coordinated between Admin staff.
- Schedule Administration team meetings as requested. Take and distribute notes. Follow up as needed.
- Support IT Desktop Support Technician to ensure work orders are processed and internal service satisfactions are met.
- Share recent survey monkey results for monthly Operations meetings.

- When Executive Director is unavailable, uses discretion to take time sensitive issues to a Leadership Team member to address concern.

Document Management

- Maintain the organization of Commission and Admin related physical and digital documentation with adherence to retention guidelines.
- Maintain Commission history and grant files by tracking information from Commission meetings, staff meetings and transposing it to the file.
- Assist Marketing & Communications Manager with Annual Report statistics or information requested.
- Assist with developing spreadsheets, entering data or providing other support as needed by the Leadership or Admin staff.
- Perform a variety of administrative support tasks including maintaining Commission files, assisting with mailings, proofreading documents, etc.
- Track and archive legal records including contracts and insurance certificates.
- Notarize documents as needed.

Commission

- Coordinate meeting room scheduling for Commission as well as manage correspondence with WB Cable Commission for meeting audio requirements.
- Coordinate the Commission meeting recording secretary for regular and special meetings or workshops.
- Coordinate and/or assist with logistics for Commission meetings, Executive & Finance meetings, and other activities and meetings as requested.
- Manage and coordinate with packet contributors according to the monthly prep schedule. This includes: cover sheets, agendas, staff report.
- Assemble the digital Commission meeting packets. Coordinate with the Marketing Associate to post meeting agendas as required within the Open Meetings Act.
- Assist with staff meeting presentation at monthly-televised meetings.
- Set up Executive Committee meetings as well as Commission meetings the fourth Thursday of the month or as scheduled.
- Coordinate hospitality as needed for special Commission meetings or workshops.
- Receive and distribute Commission meeting minutes for approval.
- Maintain Commission meeting attendance records and ensure they are turned in quarterly to HR manager for payroll purposes.

Communication

- Serve as the liaison in coordinating and scheduling Civic Center Campus meetings. Take and distribute notes. Follow up as needed.
- Serve as lead liaison in regards for Bring Your Child to Work day with Civic Center campus partners. Communicate information to Marketing Manager and HR Manager to share with staff.
- Process any room reservations requests from Civic Center Campus partners. Work with Recreation Supervisor or Recreation Operations Coordinator as needed.
- Monitor Township Board meetings for any WB Parks related items.
- Attend community partner events representing WB Parks, as scheduled. Serve as a second liaison to the Executive Director in Township Department Head round tables.
- Coordinate any meetings, aligning schedules, etc, as needed.
- Assist with presentations as needed in PowerPoint or Canva. Integrate graphics and add details into presentation. Proof presentations as requested. Presentations may

include: Commission, staff meeting or any public presentation prepared by any Admin staff team member.

- Ensure that guests to any Administration office are welcomed and supported as needed.

General

- Some support with cash management as requested.
- Manage office supplies, equipment, and equipment inventory as assigned.
- Follows Commission By-Laws.
- Adheres to Commission guidelines, policies and procedures.
- Maintains and updates technical and best-practice knowledge.
- Establishes networks beneficial to WB Parks.
- Completes other duties as assigned.

Education/Experience/Licenses/Certificates:

- Associate degree or equivalent administrative experience is required.
- Bachelor degree in business administration or equivalent preferred.
- Proven experience as an administrative assistant, as a manager, with data entry or in a similar role.
- Registered notary within three months of hire in date.
- Familiarity with office software and phone systems.
- Must be proficient in Microsoft Office - Word, Excel, PowerPoint and Outlook. Microsoft Teams experience preferred.
- Must be proficient in Adobe Pro and/or other Adobe applications.
- Must be proficient in Google drive, docs, forms and other Google tools.
- Must have some experience in online tools such as Survey Monkey, Sign up Genius, Cognito Forms, Doodle Polls, Canva, etc.
- Comfortable using online platforms and learning new technology.
- Must be able to type quickly, minimum 60 WPM accurately.
- First Aid and CPR Certification within six months of hire in date.
- Valid State of Michigan Driver's License.

Knowledge, Skills and Abilities:

- Maintain the strictest confidentiality of documentation, personal information and other sensitive information.
- Ability to manage multiple priorities and projects simultaneously.
- Strong problem solving and written communication skills.
- Proficient with using technology and various computer programs and applications, as well as online applications.
- Familiarity with State of Michigan Open Meetings Act and Freedom of Information Act (FOIA). Understanding of the State of Michigan's record retention schedule pertaining to documents both paper and digital.
- Understands and is capable of performing document management role and data processing/sorting.
- Organizes work and can work independently, as well as with a team.
- Maintains excellent internal and external customer service skills and professionalism.
- Good organizational skills with emphasis on detail.
- Uses tact in handling difficult situations.

