

## Administrative Coordinator to the Board, Park Staff

**The Richfield Joint Recreation District (RJRD)** is a political subdivision of the State of Ohio established in 2014 by the Village of Richfield and Richfield Township, pursuant to Section 755.14(C) of the Ohio Revised Code. The RJRD is governed by a seven-member board of Trustees, which manages and controls the affairs of the RJRD. The property owned by RJRD is the Richfield Heritage Preserve located at 4374 Broadview Road located between Broadview Road and Oviatt Road north of Route 303, principally within Richfield Township. The park property is 336-acre containing a variety of natural features and habitat including two lakes, two dams and a number of historical buildings.

### **JOB SUMMARY**

The administrator reports directly to the Park Director and also serves the Richfield Joint Recreation District Board of Trustees in confidential and complex matters. This position manages information presented to the Board of Trustees to ensure all information is accurate and in accordance with the Open Meetings Act; manages special projects and activities; and provides administrative support to the Board of Trustees. Assists the Park Director in park administrative activities.

### **Essential duties include:**

- General office, facility and receptionist duties to include (but not limited to): Process internal and external daily mail; make and process phone calls and emails with the public; respond to and process public information request; setup for meetings; provide exemplary customer service; advocate for and provide information about the RJRD and its properties.
- Manage meeting agenda; take minutes and draft motions and resolutions as needed.
- Administer and maintain the RJRD policies and procedures
- Provide relevant information for action items, follow-up matters and day to day operations
- Comply with ORC (Ohio Revised Code), Sunshine Laws and OMA (Open Meetings Act)
- Maintain and serve as the custodian of records management and filing systems
- Work with Fiscal Agent, RJRD Treasurer and Park Director regarding budget, encumbrances, day to day operations, budget status
- May be assigned to lead projects, coordinate vendor meetings and assignments
- Serve as the point of contact (Board's Liaison) regarding the policies, procedures and strategies for RJRD to the public and the district's political subdivisions.
- Implement the RJRD Board's policy decisions and communicates those policies by Written operating procedures and policies and/or Media notification

### **Minimum Qualifications:**

- High School Diploma, Bachelor's degree preferred.
- Two years of office experience required, working for a nonprofit organization or equivalent experience preferred
- Knowledgeable with ORC (Ohio Revised Code), Sunshine Laws and OMA (Open Meetings Act) preferred
- Demonstrates ability to handle confidential information appropriately
- Exhibits sound interpersonal and verbal/written communication skills
- Displays organizational skills and attention to details
- Demonstrates the ability to manage an office including the creation of procedures and policies necessary to create a sustainable and defined position
- Highly proficient in the following software programs: Google, Word, Excel, PowerPoint, Outlook, Publisher, TTO System, and other applicable software programs Proficient in initiating, developing and managing projects through completion
- The employee must be able to work the agreed upon day shift hours Monday-Friday. The position is approved to work 20-30 hours per week including board meetings which occur in the evenings.
- All employees of the RJRD are required to pass a background check prior to start.

**Status/ Pay/Benefits:** Part time non-exempt hourly position; hourly rate will be based on prior work experience. \$17.00 - \$20.00/hour depending on experience

**To Apply:** Send cover letter and resume with letters of reference to [park-director@rjrd.org](mailto:park-director@rjrd.org) with the subject line reading **Administrator**. This is an immediate opening. Posting closes when the position is filled.

***The Richfield Joint Recreation District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.***