

***Oak Park Township***  
**JOB DESCRIPTION**

TITLE: Youth Services Administrative Assistant Full Time

DEPARTMENT: Youth Services

FLSA: Non-Exempt

DIVISION: Town

DATE: 7/2022

REPORTS TO: Youth Services Director

**Job Summary**

The Youth Services Administrative Assistant provides support and assistance to the Youth Services Director in the administrative functions for the planning, development, implementation and delivery of the programs and services for Youth Services of Oak Park and River Forest Townships.

**Essential Job Functions**

1. Maintains and updates contracted program information including agency, contact person, amount of contract, brief program description, reports, billing, and payments; maintains a running balance of contracted dollar amounts. Works with the Youth Services Committee to update the RFP and is the liaison between the committee and the contractors.
2. Coordinates functions for the Youth Services Committee, Youth Engagement Program Intergovernmental Agreement members and River Forest Township including but not limited to, monthly Youth Services Committee Meetings, Contractor Night, and Sub-Committee meetings.
3. Monitors maintenance of the Youth Services Database.
4. Coordinates special events for the Youth Services Department, including, but not limited to, the Annual School Supply Drive, Youth Hygiene Closet and other initiatives.
5. Attends, records, and transcribes Youth Services Committee minutes; determines information to include and assembles packets. Prepares the agenda each month.
6. Generates purchase orders for accounts payable, responsible for all correspondence to vendors and communications regarding billing discrepancies; maintains and updates vendor information.
7. Works with Director to create monthly statistics sheets and is responsible for submitting the statistics sheet and monthly Director's report to the Youth Services Committee and Youth Engagement Program IGA partners.
8. Furnishes information or directs inquiries for request for information regarding programs and services for youth.
9. Coordinates requests for purchasing including supply orders; conducts research for upcoming purchases and secures estimates for large ticket items.
10. Oversees all design and ordering of Youth Services materials, including forms, business cards, program brochures/marketing materials, letterhead and envelopes. Works with staff liaisons and consultants for branding and printers and vendors.
11. Prepare Quarterly Billing for the Youth Engagement Program Inter-Governmental Agreement and provides a summary to the Director.
12. Handle all quarterly billing for the River Forest Administration bill.

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13. Responsible for the Financial Aid Scholarships through Youth Services, including, maintaining and updating forms, managing reports, and maintaining all records and allocated budget.
14. Maintains the Youth Services social media platforms.
15. Provides back up coverage to the front desk of the Township such as answering phones and doors and assisting visitors, on an as needed basis-such as time of high need or staff breaks.
16. Performs other duties as assigned.

**Material and Equipment**

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, calculator, etc.

**Minimum Qualifications**

**Education and Experience**

- Associate's degree or Bachelor's degree and four to five (3-5) years experience in office administration.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

**License(s) and Certification(s):**

- None required.

**Knowledge, Skills, and Abilities**

**Knowledge of:**

- Various word processing and spread sheet programs.
- Basic knowledge of Adobe Acrobat Pro and InDesign
- Basic knowledge of Social Media platforms, including Instagram and Facebook
- Bookkeeping and accounting functions.
- Basic computer hardware and networks.

**Skill In:**

- Time management and organization.
- Advanced computer, word processing and spread sheet software usage.
- Verbal and written communication.

**Ability to:**

- Interpret and apply administrative and departmental policies and procedures.
- Perform multiple tasks simultaneously.
- Collect, organize, format and present data in various reports.

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**Physical Abilities:**

- Sit, keyboard, read, write, add, hear and speak for extended periods.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.