



## Employment Opportunity

### Join Our Team as the Office Manager!

The Freeport Park District is seeking a detail-oriented, organized, and customer-focused Office Manager to join our team. This position plays a key role in ensuring the smooth and efficient operation of the Park District's administrative office while providing excellent service to the public, staff, and Board of Commissioners.

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### Our Mission

The mission of the Freeport Park District is to promote the use of recreation in generating an exciting, dynamic quality of life by providing the highest quality facilities and programs to meet the ever-changing needs and interests of all ages and abilities. The Park District will preserve and protect land and resources for the enrichment of the community and future generations.

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### Why Join Our Team?

- Meaningful Work – Your skills will directly support our mission by ensuring the smooth operation of our administrative office.
  - Supportive Workplace – Be part of a professional, community-focused team in a collaborative environment.
  - Competitive Benefits – Enjoy a competitive salary, health benefits, IMRF pension participation, and generous paid time off.
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### What You'll Do:

The Office Manager oversees daily office operations, supervises administrative staff, manages records, supports financial processes, and assists with human resources. This individual also serves as Secretary to the Board of Commissioners, coordinating meeting logistics and maintaining official records.

- Manage and coordinate day-to-day administrative operations, including reception, scheduling, correspondence, and business records management.
- Supervise, train, and evaluate administrative support staff.
- Ensure professional and timely customer service to the public and employees.
- Prepare and distribute agendas, minutes, and public notices for Board of Commissioners meetings; maintain official board records.
- Assist with HR functions such as recruitment, onboarding, maintaining personnel files, and processing employment paperwork.

- Serve as the Park District's Notary Public (or obtain commission within 60 days).
  - Provide support for payroll preparation and other financial tasks.
  - Cover for the Accounting Clerk when needed.
  - Coordinate calendars to facilitate communication between departments.
  - Ensure compliance with Park District policies and applicable laws.
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### **What We're Looking For:**

- Associate degree in business administration, office management, or related field required; bachelor's degree preferred. (*Four years of progressively responsible experience in office administration, business operations, or related work may be substituted for the educational requirement*). Must possess sufficient financial record-keeping knowledge.
  - Minimum of 3 years of office management or administrative experience (*municipal, park district, or nonprofit experience preferred*).
  - Supervisory and HR experience strongly preferred.
  - Demonstrated proficiency in Microsoft Office Suite (*Word, Excel, Outlook, and PowerPoint*) and the ability to learn and use other office and accounting software
  - Excellent organizational, communication, and interpersonal skills.
  - Ability to maintain confidentiality and exercise discretion.
  - Current Notary Public commission in Illinois, or ability to obtain within 60 days.
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### **Position Details:**

- Schedule: Monday–Friday, 8:00 am – 5:00 pm, with occasional evening meetings as required.
  - Pay Range: \$52,450 to \$65,500 per year, based on experience and qualifications.
  - Location: Administration Office, 1122 S. Burchard Ave, Freeport, IL.
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### **How to Apply:**

Submit your resume, cover letter, and references to [bcubberley@freeportparkdistrict.org](mailto:bcubberley@freeportparkdistrict.org) by June 20, 2026. Please include "Office Manager Application" in the subject line.

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### **Equal Opportunity Employer**

At the Freeport Park District, we celebrate diversity and are committed to creating a welcoming environment for all employees. We encourage individuals of all backgrounds to apply.

### **Join Us Today!**

Take the next step in your career and bring your expertise to an organization that values precision, professionalism, and community service.