

# Administrative Assistant

## Employment Opportunity

Posted: February 17, 2026  
Title: Administrative Assistant  
Status: Part-time, Non-exempt  
Work Schedule: 20 hours per week, Mon – Fri, Evenings may be required infrequently, based on meeting schedules  
Starting Pay: \$ 20.00 per hour

### POSITION SUMMARY

Responsible for providing high quality customer service for the public including park district visitors, partners, vendors and contractors. Support three administrative staff members in managing regular duties and responsibilities.

### PRIMARY DUTIES & RESPONSIBILITIES

- Manage regular office hours and needs, including answering and responding to phone calls, inventory and organization of office supplies, and light cleaning
- Assist administration team with calendar management, communications, meeting notes, physical and electronic file management, and information retrieval
- Assist with contracts and communications related to media and marketing, education, maintenance, and capital improvements
- Help with procedural needs of the park district board including meeting scheduling, location reservations, invitations, packets, and minutes
- Provide finance management support including pay-ins, deposits, invoice payments, purchase orders, and park district audit processes
- Provide high quality customer service, related to the park district, for the public and park visitors
- Perform other duties as assigned.

### ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Education/Experience: College degree in business administration, finance, or related field OR equivalent level of professional experience.
- Attendance: Being present at work is an essential function of the position.
- Communication skills: Able to effectively and professionally communicate in both verbal and written formats and the ability to use FCPD technology as a tool for education, communication, and administration.
- Work environment: Most work will be in a climate-controlled office environment. Some travel within the county by vehicle will be required.



- Technology: Exceptional computer skills and familiarity with MS Office Suite, ability to learn county-based management and accounts software programs.
- Licenses, registrations: Possession of a valid Ohio driver’s license.
- Additional skills: Strong interpersonal and customer service skills. Ability and willingness to cooperate with coworkers on group projects. Park district employees are expected to interact professionally and courteously with park visitors, agency partners, contractors, volunteers, the general public, and other district staff.

**MINIMUM QUALIFICATIONS**

- Valid Ohio driver’s license and/or CDL and insurable by park district’s automobile policy
- Associate degree in business administration, finance, or related field; OR a high school diploma and an equivalent level of professional experience in a related position.
- Ability to lift up to 10 pounds and operate a motor vehicle.

Qualified candidates should send a cover letter, résumé, and three professional references by email to Chad Reed at [creed@fairfieldcountyparks.org](mailto:creed@fairfieldcountyparks.org) by 10:00 p.m. on March 9, 2026.

This listing will be open until March 9, 2026, or until the position is filled.

Fairfield County Park District is an Equal Opportunity Employer  
All positions require a pre-employment drug screen and background check.

