



PORTAGE PARK DISTRICT

POSITION TITLE: Office Manager
DEPARTMENT: Administration
SUPERVISOR: Executive Director
FSLA STATUS: Exempt; non-civil service classified
HOURS: Full Time with some variable and flexible hours
PAY RANGE: \$18.00-\$30.00/hr. depending on experience and qualifications

DATE POSTED: October 11, 2021

POSITION SUMMARY:

The Portage Park District is a small but rapidly growing government agency developing a countywide park system. The Office Manager is responsible for general office administration and supporting the Executive Director and senior staff in the areas of public reception and routine communications; records management; contract and permit administration; purchasing, payroll and financial reporting. Successful candidates will have excellent communication, time-management and organizational skills, an understanding of bookkeeping, enjoy interfacing with the public and support the mission of the Portage Park District. All Park District positions are at-will, non-civil service classified.

Download a complete job description and required application on the website at
www.portageparkdistrict.org.

Mail or email the completed application, resume' and cover letter to:

Christine Craycroft, Executive Director
Portage Park District
705 Oakwood St. Suite G-4
Ravenna, Ohio 44266
ccraycroft@portageparkdistrict.org

Applications accepted until position is filled