

HANCOCK PARK DISTRICT JOB POSTING

Administrative Operations Manager

JOB DESCRIPTION

The Hancock Park District Administrative Operations Manager is responsible for developing and implementing a Marketing Plan, administering the website, administering the Volunteer in the Parks program, and providing customer service, administrative and general office support, and front office management. The administrative operations manager also serves as the back up to the business manager, which requires the administrative operations manager to handle certain essential duties of that position, including but not limited to pay-ins, purchase orders, and payroll. Cross-training to some extent and coordinating work and vacation schedules to ensure that the business manager or the administrative operations manager is covering the office during business hours are necessary.

QUALIFICATIONS

The Hancock Park District Administrative Operations Manager should have a Bachelor of Science degree in marketing, communication, business administration, finance, accounting, office management, or a closely related field plus at least two years of relevant experience or have any combination of education and experience that provides the required knowledge, skills, and abilities necessary to fulfill the responsibilities and essential duties of the position.

The ability to operate proficiently with Microsoft Office Suite software – especially Word and Excel spreadsheets, communicate in a clear and professional manner both orally and in writing, demonstrate high professional standards, exercise a progressive administrative mindset, be proficient with typing, spelling, punctuation, grammar, and math, be detail oriented, exhibit strong organizational and interpersonal skills, possess a strong work ethic, be discreet, work well independently and as part of a team, be willing to accept new challenges, technologies, and opportunities, and excel in the areas of initiative, quality, dependability, and cooperation is expected.

The ability to administer the website and operate Munis Financial Management software and QuickBooks accounting software or be willing and able to learn is also expected. The ability to operate desktop publishing and graphic design software is desirable.

SALARY AND BENEFITS

The starting annual salary is \$59,633.60. Benefits include health, dental, and life insurance; paid vacation, holidays, and sick leave; one paid personal day each year; and a pension plan through the Ohio Public Employees Retirement System (OPERS).

APPLICATION PROCESS

A complete job description is available online at www.hancockparks.com. An application, cover letter, and résumé are required and must be submitted online at www.hancockparks.com by Friday, June 5, 2026 at 4:00 p.m. The Hancock Park District is an Equal Employment Opportunity (EEO) employer.