



## **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](http://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](mailto:ccraycroft@portageparkdistrict.org)

**Applications accepted until position is filled**