



marketing manager

Arlington Heights Park District

Contact Name: Amy gfdgf
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Closing Date:
Salary: 40,000

Description:

Worker Traits: Demonstration of enthusiasm, strong interpersonal skills, communication skills, and the ability to work effectively with people with disabilities, SEASPAR staff, SEASPAR member entity staff, parents/guardians, participants, and community groups, as well as members of the general public.

Safety and Security: Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.

Problem Solving: Identify and resolve problems in a timely manner; gather and analyze information skillfully, develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.

Customer Service: Manage difficult or emotional patron situations; respond promptly to patron needs; solicit patron feedback to improve service; and respond to requests for service and assistance.

Interpersonal Skills: Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas; and try new things.

Oral Communication: Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; and participate in meetings.

Written Communication: Write clearly and informatively; edit work for spelling and grammar; be able to interpret written information; and present clear, legible handwriting.

Quality Management: Look for ways to improve and promote quality; and demonstrate accuracy and thoroughness.

Judgment: Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; and include appropriate people in decision making process.

Planning/Organizing: Prioritize and plan work activities and use time efficiently.

Professionalism: Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.

Adaptability: Adapt to changes in the work environment; manage competing demands; change approach or method as necessary; deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality: Demonstrate consistent attendance and on time arrival; ensure responsibilities are covered when absent; arrive at meetings and appointments on time.

Dependability: Follow instructions; respond to management direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary; and complete tasks on

time.

Language Skills: Read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals; write correspondences as necessary; and speak effectively to patrons, coworkers, and supervisors.

Reasoning Ability: Apply common sense understanding to carry out detailed by uninvolvement written or oral instructions. Solve problems involving a few concrete variables in standardized situations.