



**TO: Office Specialist I Applicants**

**FR: Human Resources**

**DT: October 10, 2025**

**RE: Call for Applications – Recreation – “Office Specialist I”**

**General Position Description:**

The Office Specialist I is a Full-Time, Non-Exempt position. The Office Specialist reports directly to the Facility and Membership Coordinator. This position may require flexibility in the hours worked to meet the needs of the Urbana Park District. Typical hours are 12PM-9PM, Monday – Friday.

**General Position Requirements:**

This position performs duties in a standard office environment involving sitting and walking at will, close vision and hearing sounds/communication. Additionally, the incumbent requires the ability to physically perform the essential duties of the position, including bending, reaching crouching/kneeling, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing up to 50 pounds, and handling/grasping objects. Serving internal and external customers in a positive, outgoing, and resourceful manner is of utmost importance. Please see the attached Position Description for full details of the position.

**Pay Rate: 2025**

\$36,949.12 + Paid time off, full benefits, and participation in the Illinois Municipal Retirement Fund (IMRF). See Benefits document for full benefits.

**Application Process:**

The UPD is utilizing an on-line application system—please go to the UPD webpage, [www.urbanaparks.org](http://www.urbanaparks.org), for application instructions. Candidates for the “Office Specialist I” position should submit: cover letter of interest and current resume to reflect the knowledge, skills, and abilities based on the attached position description.

Application Process for selected candidates will include:

- Formal interview with a staff review panel
- Meetings with administrative and/or other staff groups as requested/required
- Reference Checks
- Appropriate testing as required

**Proposed Schedule:**



---

Darius E Phebus Administrative Building / 303 W University Ave / Urbana, IL 61801  
Phone 217.367.1536 / Fax 217.367.1391 / [www.urbanaparks.org](http://www.urbanaparks.org)

Position Notice Posted: October 10, 2025

Applications Due By: November 3, 2025

Interviews Conducted: November 12-20, 2025

Start Date: December 8, 2025

**Questions:**

Contact Bethany Surowka at 217-255-8601 and/or [basurowka@urbanaparks.org](mailto:basurowka@urbanaparks.org).