



Position Description

Job Title	Administrative Assistant
Department	Parks and Recreation
Employment Status	Full Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work	
This position provides administrative, technical, and financial support to the Parks and Recreation Department, and provides general customer service functions to the public.	
Supervision	
Received	Director of Parks and Recreation
Exercised	None

<p>Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.</p> <ul style="list-style-type: none"> • Provides effective and efficient customer services and promotes and maintains responsive community relations. Serves as the initial contact with the public; answers telephones and emails; provides information and routes calls, provides online registration/reservation technical assistance/support. • Registers participants for programs, events, and rentals when customers are unable to do so through the online registration/reservation system. • Performs administrative support for the Department such as: assists with daily and monthly online registration/reservation scheduling; assists with development and reproduction of program schedules; purchases supplies and materials; maintains filing system, assists with acceptance of applications for part time and seasonal staff; mail and other correspondence; assists staff with publications, special events, and mailings; opens and closes office.
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- Performs technical support for the Department such as: conduit between online registration/reservation and the department, problem-solves online registration/reservation work-arounds, offers support with MS Office products
- Performs financial support for the department such as: provides receipts for program monies received; develops monthly ledger for income report; prepares weekly income report including recycling tax program monies, and weekly deposits; prepares monthly report for Parks and Recreation Board; prepares the monthly statements with support documentation for pcards; maintains cash drawers; assists with concession stand monies; submits payment authorization to the deputy treasurer; payment authorization requests and invoicing requests with supporting document; maintains multiple ledgers in excell
- Provides clerical support in the preparation of other reports and documents as requested.
- Promotes Department programs and activities through outreach on social media and digital signage; assists with providing information to school systems and other organizations including schedules, brochures, etc.
- Works with Excel to prepare reports for youth Associations, Park Board, and City Council.
- Provides assistance to other departments as requested.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and at least 1 year of additional training in general office procedures preferred; plus at least 2 years of experience working as an office assistant; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Parks and Recreation programs, policies and procedures. • The use of general office equipment including computers and relevant software. • Business English (spelling, grammar, punctuation and tone).
Ability to	<ul style="list-style-type: none"> • Perform basic math and accounting functions. • Understand and follow instructions. • Multitask and prioritize workload. • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Customer service.

Necessary Special Requirements

Ability to pass a criminal and financial background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, kneel, crouch, bend or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.