

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Administrative Assistant	<i>Pay Grade:</i>	EAP-6
<i>Department:</i>	Parks and Recreation	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Parks Main Office	<i>Reports to Position:</i>	Parks and Recreation Director
<i>Effective Date:</i>	September 14, 2017		

JOB SUMMARY	
<p>Under general supervision of Department Head, analyzes operating practices and performs routine administrative tasks and schedules reservations for parks and recreational facilities to include receipting of monies and preparation of deposits with the Finance Department.</p> <p>This position provides administrative support to the Director, Assistant Director and Office Manager of Parks and Recreation.</p>	

ESSENTIAL JOB DUTIES/RESPONSIBILITIES	
<p>The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.</p> <ul style="list-style-type: none">Analyze operating procedures such as filing, handling reservation for all parks, receipting of monies and preparation of deposits with the Finance Department to include recording of all monies collectedInteract with the general public in responding to inquiries and receiving calls regarding the Parks and Recreation DepartmentGeneral front desk duties to include answering multi-line telephone, directing calls, taking messages and greeting visitors	

- Providing visitors/callers with detailed information or directions
- Contact vendors to schedule services for the department
- Drafts and prepares letters, memorandums or other correspondence as requested. Participates in requested research activities and compiles data to prepare various reports for distribution to appropriate personnel
- Maintain file of letters, correspondence, faxes sent out and received, and reservation of parks facilities
- Orders materials and supplies for the Parks and Recreation main office.
- Prepares outgoing mail, receives and distributes incoming mail
- Troubleshoot minor equipment malfunctions if possible or contact vendor for servicing
- Assist with preparing payment request of monthly departmental invoices

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma or GED required

Experience

Two years of training/experience working in office administration, prior experience in handling incoming monies is preferred

Licenses or Certifications Required

Valid photo ID required

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Concepts and principals of office administration including procedures, equipment and work methods
- Use, operation and capabilities of various office equipment and machines to include

scanners, computers, fax machines and copiers

- Knowledge of Microsoft Office software to include Word, Excel and Access

Ability to:

- Perform simple math calculations to perform financial calculations
- Comprehend moderately complex administrative material
- Compose comprehensive and accurate correspondence, forms or other reports
- Establish and maintain effective working relationships with co-workers and the general public
- Work with minimal supervision
- Work special events after hours or on weekends as requested/scheduled

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will primarily be in a standard office setting; however, special events requiring work may be held outdoors

Physical Demands: See accompanying page for details

Key Working Relationship: Director of Parks and Recreation, Assistant Director of Parks and Recreation, Office Manager, General Public, Parks and Recreation employees

APPROVAL/ACKNOWLEDGEMENT

Department Head

Director of Parks and Rec

Title

Date

Human Resources Director

HR Director

Title

Date

City Manager

City Manager

Title

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS – ADMINISTRATIVE ASSISTANT-PARKS AND RECREATION

Rare **Occasional** **Frequent** **Continuous**
0%-10% **11%-33%** **34%-66%** **67%-100%**
of the time **of the time** **of the time** **of the time**

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LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	4	8
Stand	1	1
Walk	1	1

Additional Considerations (including clarification of any of the above)

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	