



Range: SG-8
FLSA: Non-exempt
Date: May 9, 2017

ADMINISTRATIVE & RECREATION ASSISTANT
PARK & RECREATION DEPARTMENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide administrative assistance to upper level supervisor(s) or administrator(s); to perform a wide variety of responsible administrative work in support of an assigned department; and to develop new systems or improve existing systems and procedures to increase department efficiency.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from department head or upper level supervisor or designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Register participants and maintain records for recreation classes, workshops and events.
2. Maintain and schedule park and recreational facility calendars for rentals, reservations and events.
3. Serve as liaison to park and facility user groups in order to coordinate field usage throughout calendar year, process facility rentals, field reservations and collecting appropriate proof of insurance, deposits and user fees.
4. Maintain current and accurate budget ledgers of all department accounts. Reconcile accounts monthly with the Finance department, researching and resolving discrepancies.
5. Process pool money, credit card payments, petty cash, and all money that comes through the department. Reconcile and deliver daily deposits.
6. Maintain an accurate spreadsheet of all sponsorships and donations received by the department.
7. Create financial reports that assist with budgeting and monthly expenditures.
8. Process purchase orders, pay invoices, create check requests and handle any financial responsibilities related to department's contracts with vendors.
9. Create flyers for classes, workshops and special events.
10. Write press releases and newspaper articles when needed.
11. Serve as special event, program and sports support staff for special events and/or programming offered by the department. Staff special events and department meetings on various weekends and evenings.
12. Participate in the creation and implementation of goals, objectives, policies and priorities related to the department.

13. Assist in the development and administration of the departmental budget.
14. Maintain the calendar of the chief administrative official for the department; provide notices and reminders of scheduled appointments and coordinates meetings and locations.
15. Maintain a calendar of activities, meetings and events for assigned department.
16. Organize and maintains accurate and current filing system.
17. Prepare, process and proofread a variety of documents, including general correspondence, agendas, reports, memoranda, press releases and statistical charts from rough draft or verbal instruction.
18. Open and distribute mail.
19. Liaison between Parks and Recreation personnel and public regarding parks and recreation status.
20. Operate, maintain and order supplies for a variety of office equipment including telephones, photocopiers, facsimile machines and computers.
21. Contact the public and outside agencies to acquire and provide information and make referrals.
22. Liaison with vendors and contractors.
23. Support City projects and prepare grant applications.
24. Provide support to City-related committees and/or task forces.
25. Maintain or perform website content function within assigned role.
26. Prepare, distribute, and post meeting agendas; attend meetings and take minutes when needed; assist with the preparation and distribution of comprehensive staff reports; conduct surveys; prepare a variety of reports related to assigned departmental functions.
27. Work in organized team efforts and assist in problem-solving work related issues for continuous improvement in the department.
28. Possess a high level of initiative, energy and integrity.
29. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of the assigned department. Also general knowledge of other departments in order to correctly direct phone inquiries/customers.
- Basic principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- Principles of mathematics, accounting and statistics.
- Office procedures, methods, computer equipment and database software programs.
- Pertinent rules, regulations, office policies and procedures related to assigned duties.
- Principles and practices of meeting and agenda preparation.
- Principles and procedures of record keeping and business letter writing.
- English usage, spelling, grammar and punctuation.
- Microsoft Office Suite.
- Basic knowledge of Open Meeting Law.

Ability to:

- Work independently in the absence of supervision.
- Perform responsible administrative work involving the use of independent judgment and personal initiative.
- Independently prepare correspondence, memoranda and department documents.
- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Work weekends and/or late evenings for special events, programs offered by the department and/or attend Commission/Council meetings.
- Understand the organization and operation of the City and of outside agencies as necessary to

assume assigned responsibilities.

- Respond to requests and inquiries from the general public. Communicate clearly and concisely, both orally and in writing.
- Interpret and apply administrative and departmental policies and procedures.
- Perform general clerical work including the maintenance of appropriate records and compiling information for reports.
- Word process at a speed necessary for successful job performance.
- Operate and use modern office equipment including a computer.
- Maintain confidential data and information.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Maintain mental capacity that allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EXPERIENCE AND TRAINING GUIDELINES

Experience:

Three years of responsible administrative and clerical experience. Experience with accounting, budget preparation and monitoring. Experience working within a municipality or Parks and Recreation Department or volunteering at city special events is highly desirable.

Training:

High school diploma or equivalent. Two years administrative experience or any combination of experience or training.

WORKING CONDITIONS

Environmental Conditions:

Exposure to outside elements during times of special events and/or programming offered by the department. Office environment utilizing computers.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity.

Some lifting required for recreation related equipment, file storage, stocking paper products, and for event or program set-up and tear down.