

POSITION DESCRIPTION

Class Title: Recreation Services Coordinator/Administrative Assistant

Job Code Number: 106

Department: Parks and Recreation

Grade Number: 8

Worker's Comp Group No.: 054

Date: April 2008

GENERAL PURPOSE

Perform a variety of skilled clerical and administrative procedures incidental to the operation of the Department of Parks and Recreation. Work involves responsibility for a variety of tasks such as account management, mailing, customer service and dispensing information. Work involves an exceptional amount of recordkeeping to include typing, mailing, filing, copying and requires a great deal of confidentiality, tact and diplomacy. Performance is reviewed through observation and results obtained.

SUPERVISION RECEIVED

Work under the direct supervision of the Assistant Director of Parks and Recreation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee operations of department software used for pass plans, program registrations, facility bookings, accounting, etc. Train staff on usage of software.

Supervise front desk / reception staff.

Complete and supervise accounting processes.

Maintain customer service with a professional and courteous attitude.

Maintain records of participants in programs, pass plans, facility bookings and volunteers; complete program records and reports; distribute information as needed such as facility closings or program cancellations.

Perform clerical work for the staff of the Department of Parks and Recreation such as filing, typing, answering phone, answering questions, reporting, copying, composing documents and preparing mailings. Use Microsoft Office or other approved software.

Assist in the development and editing of information such as press releases, flyers, brochures and other program publicity using a word processor or desktop publishing program. Duplicate and distribute material. Maintain bulletin boards and information racks.

Maintain a book of all published news articles referring to the Department of Parks and Recreation.

Register program participants or pass plan holders; maintain facility bookings; collect and receipt fees; provide program information.

Stock office supplies for the department and for point of sales.

Perform related work as required.

PERIPHERAL DUTIES

The position may require traveling to the Town Office and media establishments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school and an accredited college with an associate degree in accounting, business, or public administration or related field.
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and experience, with additional experience substituting for the required college level training on a year for year basis.

Necessary Knowledge, Skills, and Abilities:

Ability to meet and deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; ability to handle stressful situations and display good telephone manners.

Skill in a variety of clerical related tasks including the use of a Microsoft Office and other approved software.

Ability to effectively and efficiently handle multiple projects and deadlines. Ability to maintain control and make effective decisions regarding discipline.

Ability to receipt monies accurately and responsibly.

SPECIAL REQUIREMENTS

A valid state driver's license or the ability to obtain one.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

Personal computer, database, desktop publishing and internet; copy machine; Fax machine; portable or mobile radio; calculator; camera; and laminator.

PHYSICAL DEMANDS

The physicals demand 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to be mobile to show rooms or spaces to potential users and when supervising programs; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderately loud during programs.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: April 2008 Revision History: April 17, 2008
September 17, 2013
January 19, 2018