

JOB TITLE: Parks & Recreation Administrative Assistant

ACCOUNTABLE TO: Parks Administrator

PRINCIPAL PURPOSE OF JOB:

The Parks & Recreation Administrative Assistant performs routine and complex secretarial and administrative assistance duties; oversees and administers day-to-day activities and functions of the Parks Department Office. This position requires someone who works cooperatively and effectively with the public and other employees in a very busy and sometimes stressful office environment. Serves as the primary assistant to the Parks Administrator & the Parks Board.

WORK ENVIRONMENT:

Work is performed primarily in an Office setting, except when recording Parks Board meetings. As necessary, incumbent will work at special events/programs possibly outdoors in the parks.

ESSENTIAL DUTIES:

- Assures that the public is greeted in a prompt, warm and service-oriented manner and the City's standards for customer contact and telephone protocol are met.
- Customer service activities include, but are not limited to, processing complaints from concerned citizens, receipting various monies and payments, processing various applications and permits, and providing general front counter assistance and telephone call coverage for the Parks & Recreation department.
- Provides direct assistance to Parks Administrator and the Parks Board.
- Assists with the preparation of budgets, correspondence, minutes, agendas, lists, reports, news releases, and notices.
- Primary manager of daily revenue from rentals, registrations, fees, and miscellaneous income as specified by the City Clerk-Treasurer. Includes making deposits at local bank, and reporting to Clerk-Treasurer.
- Responsible for processing petty cash, charge card statements, delinquent account collection, payroll reports, and purchase orders.
- Compose and type letters, memos, correspondence and reports, including information regarding confidential matters as required; prepare calendars, tables, graphs, reports and agendas.
- Manages online social media presence for promotions of the park activities, programs, feedback and concerns by and for the public.
- Maintain extensive filing systems; maintain budgetary and payroll accounts for the department; assist with department budget preparation and control; prepare requisitions and purchase orders and order office supplies as needed.
- Greet visitors to the Parks Administrator's Office, answer Parks Department phones, provide routine information and direct to appropriate individual; open, sort and distribute incoming mail; receive citizen complaints and concerns; resolve complaints or refer situation to appropriate individual.
- Record & transcribe Parks Board meeting minutes.
- Compile, compose and distribute media information.
- Prepare written and statistical reports on computer, including spreadsheet compilations.
- Assist public with use of rentals, program information and registrations, etc.
- Cooperate and work with other City departments.
- Works overtime as required to complete assigned tasks.
- Perform other administrative duties as assigned.

EDUCATION and/or EXPERIENCE:

High School graduate or have a GED; have taken business or other related courses; have at least two (2) years' of responsible clerical experience involving public contact; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position.

LANGUAGE SKILLS:

Must have strong communication skills, with ability to compose correspondence, meeting minutes, and other departmental materials. Strong verbal communications are essential to the position.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts for daily balancing of the petty cash account and the cash drawer. Ability to calculate customer billing costs as required.

REASONING ABILITY:

Ability to work within established guidelines with little direct supervision; ability to perform a variety of tasks at the same time; and ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Indiana State Driver's license at the time of appointment or the ability to obtain one within thirty (30) days and a driving record acceptable to the City's Risk Manager.

OTHER SKILLS and ABILITIES:

Strong telephone skills are required. Ability to accurately type a minimum of 50 WPM. Ability to use personal computer including experience in MS Office including Word, Excel, Publisher, Outlook, Publisher; copy machine, Fax machine, and adding machine and/or calculator.

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.

Applicants must be able to successfully pass a 5-panel drug screen to be hired. Participation in random drug screens is a routine requirement of all City of Logansport personnel.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop, and sit at a desk. The employee must occasionally exert or lift up to 25 pounds. Successful performance requires specific vision abilities that include close vision.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.