

City of Logansport

Job Title:	Administrative Assistant	Job Category:	Salary
Department/Group:	Parks Department	Job Code/ Req#:	
Location:	Parks Dept. Office	Travel Required:	Rare (for training & meetings)
Level/Salary Range:	\$20,000 - \$30,000 annually	Position Type:	Full-time
HR Contact:	Stacy Cox	Date posted:	12/20/2018
Will Train Applicant(s):	Jan Fawley and other city staff	Posting Expires:	1/6/2019
Applications Accepted By:			
Applications can be printed from the city website or picked up at the Parks Department Office. Return by E-mail: Parksadministrator@cityoflogansport.org Subject Line: Administrative Asst. Position Attention: Jan Fawley		You can also Drop off or Mail to: Jan Fawley Parks Department Office 1701 Dividend Drive Logansport, IN 46947	
Job Description (summarized) – See detailed job description attached			
<p>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.</p> <p>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.</p> <p>EXPERIENCE OR EDUCATION REQUIREMENTS: 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.</p> <p>OTHER SKILLS REQUIREMENTS: Must have strong communication skills, with ability to compose correspondence, meeting minutes, and other departmental materials. Strong verbal communications are essential to the position. 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. 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.</p> <p>Possession of a valid Indiana State Driver's license.</p>			
Approved By:	Stacy Cox, Clerk-Treasurer	Date:	12-20-18