



Job Title: **County Parks & Recreation Administrative Assistant**  
Reports To: County Administrator  
FLSA Status: Hourly, non-exempt  
Approved/Revised: \_\_\_\_\_, 2023

### **Job Summary**

The County 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 Manager(s) and the Parks & Recreation Commission. This position consists of 25-30 hours per week.

### **ESSENTIAL FUNCTIONS:**

1. Acts as a backup for the Park Manager(s) for planned and unplanned absences from the Park; offers coverage as needed for general park management duties.
2. Assures that the public is greeted in a prompt, warm and service-oriented manner and the County's standards for customer contact and telephone protocol are met.
3. 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 County Parks & Recreation.
4. Provides direct assistance to Parks Manager(s) and the Parks & Recreation Commission.
5. Assists with the preparation and management of budgets, correspondence, minutes, agendas, lists, reports, news releases, and notices.
6. Primary manager of daily revenue reports from rentals, registrations, fees, and miscellaneous income. May include creating or assisting with transmittals and making deposits with Treasurer's Office.
7. In conjunction with Park Manager(s), responsible for processing petty cash, charge card statements, delinquent account collection, payroll reports, and purchase orders, coordinating and oversight of project budgets and collaborative purchasing.
8. Compose and type letters, memos, correspondence, and reports, including information regarding confidential matters as required; prepare calendars, tables, graphs, reports, and agendas.
9. Manages online social media presence for promotions of the parks and recreation activities, programs, feedback, and concerns by and for the public.
10. Maintain extensive filing systems; with Park Manager(s) maintain budgetary and payroll accounts for the department and each Park; assist with department/park budget preparation and control; prepare requisitions and purchase orders and order office supplies as needed.
11. Greet visitors to the Parks & Recreation Administrator's Office, answer Parks & Recreation 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.
12. Prepare and disseminate all meeting materials, record & transcribe Parks & Recreation Commission meeting minutes.
  13. Compile, compose and distribute media information.
  14. Prepare written and statistical reports on computer, including spreadsheet compilations.
  15. Assist the public with the use of rentals, program information and registrations, etc.
  16. Cooperate and work with other County departments.
  17. Works overtime as required to complete assigned tasks.
  18. Perform other administrative duties as assigned.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.*

### **SUPERVISORY RESPONSIBILITIES**

This job may have supervisory responsibilities if no other supervisors are available.

### **Employment Qualifications:**

#### **Education:**

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 communication is 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. 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.

**Testing:** Must pass County provided physical and drug test as well as a background investigation.

**Other Requirements:**

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Ability to recognize and effectively report on operational conditions and problems.
3. Knowledge of standard methods, materials, tools, equipment, safety, and techniques used in facility, grounds, and park maintenance.
4. Knowledge of procedures, requirements, regulations, and policies.
5. Skill in operation of computer based monitoring and diagnostic equipment.
6. Ability to maintain effective working relationships with county employees and the general public.
7. Ability to perform tasks with no supervision.
8. Must present neat and orderly appearance in conformance with County policy.
9. Must be available to work overtime, shifts, weekends, and holidays.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more these requirements.*

**Working Conditions:**

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.

**Employee Acknowledgement:**

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Employee Signature: \_\_\_\_\_

Date

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Reviewed & Approved by Department Head:

\_\_\_\_\_ Date: \_\_\_\_\_

Reviewed & Approved by County Administrator or Elected Official:

\_\_\_\_\_ Date: \_\_\_\_\_