



JOB DESCRIPTION

Job Title: Administrative Assistant

Department: Parks and Recreation

Reports To: Department Head

Employment Status: Part-time

Purpose of Position

Provide administrative and clerical support to the Parks and Recreation Department

Major Duties and Responsibilities

Answer and transfer telephone call in a professional manner

Provide receptionist support, including greeting customers

Provide clerical support as needed for the department

Perform other duties as needed.

Job Context

The Part-time Administrative Assistant is a part-time position in the Parks and Recreation Department. The immediate supervisor for this position is the Parks and Recreation Director. The person in this position has no supervisory authority over other departmental employees. The Part-Time Administrative Assistant works 10-20 hours per week, with the hours being primarily nights and weekends. There is no shift work involved with this position. The person in this position is on-call as scheduled by the Director. 95% of the work for this position is indoors; 5% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, fiscal; safety and legal issues related to the work for which this position responsible.

The stress level for this position is moderate. Physical work required for the position is minimal. There is no exposure to chemicals and/or hazardous materials-

Knowledge, Skills, and Abilities

Knowledge:

- Basic computer operation
- Assessment and enforcement of deposits.
- Location of all City owned recreational facilities
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Answer telephone in pleasant manner
- Ability to assist in the coordination of recreational activities
- Accurate typing and data entry using a personal computer in timely manner
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10 key adding machine or calculator
- Prioritize daily work flow
- Work as a team member with other employees
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures