**GEORGETOWN – SCOTT COUNTY PARKS AND RECREATION**

**POSITION TITLE:** Administration Assistant (Part-Time)

**POSITION CLASSIFICATION:** Non-Exempt

**GRADE:** N/A

**HOURLY RATE:** $12.00 - $17.00

**DEPARTMENT:** Administration

**IMMEDIATE SUPERVISOR:** Office Manager

**SUPERVISES:** N/A

**CHARACTERISTICS OF POSITION:**

**GENERAL DUTIES / RESPONSIBILITIES:**

**Essential**: Responsible for assisting with the handling of accounts payable tasks to include but not limited to: receiving and reviewing all bills and/or statements, matching all invoices/purchase orders to statements, and entering bills into the computer for approval by the Parks and Recreation Board. Responsible for the scheduling of all park’s facilities, preparing rental agreements, taking program registrations, submitting insurance forms, and collecting fees for all. Assists with preparing and maintaining departmental records and filing system. Transcribes reports, records, and other documents using departmental computer hardware and software. Prepares forms used by the department. Serves as receptionist for the department, directing visitors and/or callers to the appropriate office or person, answering the telephone inquiries, giving general information in response to inquiries, etc. Responsible for assisting in the counting and balancing of all pavilion daily transactions and keeping start up and change envelopes available as needed. Assists with all other office duties when necessary. Assists with pavilion responsibilities when necessary.

**Nonessential:** May assist in other areas as requested by immediate supervisor, Director, Assistant Director, and/or Managers. May assist with special events and other recreation programs. Collects cash and assists with ordering of the drinks for the vending machine when needed.

**QUALIFICATIONS / REQUIREMENTS:**

**Education, Training, Experience:** Must possess a high school diploma or GED. Must be certified in First Aid and CPR within four weeks of office job. Prior office work experience preferred.

**SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:** Must have working knowledge of computers and multi-line phone system.

**Skills:** Should have strong public relation skills.

**Abilities:**  Must be able to answer multi-line phone system and take legible messages.

**SPECIAL LICENSING REQUIREMENTS:**

**Instructions:** General instruction; many aspects of work covered specifically but use some of own judgement.

**Processes:** Work varies slightly***.***

**Review of Work:** Completed work is reviewed by reports, correspondence, etc. Occasional spot checks.

**Analytical Requirements:** Duties of routine nature

**Work Environment:** Office setting; indoors

**Availability:** Must be able to work a flexible schedule that would include working days, nights, and weekends.

**Physical Demands:**

**Lifting:** Some required (less than 25 lbs.)

**Use of Equipment:** Office equipment including computer, calculator, fax and copy machine, telephones, credit card machine, timeclock.

**Vehicle Operation:** May occasionally operate a vehicle.