

## **GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION**

**POSITION TITLE:** Assistant Office Manager

**POSITION CLASSIFICATION:** Non-Exempt

**GRADE:** 6

**SALARY:**

**DEPARTMENT:** Clerical

**IMMEDIATE SUPERVISOR:** Office Manager

**SUPERVISES:** Administrative Assistant

**CHARACTERISTICS OF POSITION:** Under general supervision of the Office Manager, performs general office management tasks that includes all aspects of the department's day to day operation. Works a flexible schedule, including on call status.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Responsible for handling all 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 computer for approval by the Parks and Recreation Board. Responsible for scheduling of all parks facilities, preparing rental agreements, taking program registrations, submitting insurance forms, and collecting fees for all. Prepares and maintains departmental records; maintaining 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 appropriate office or person, answering telephone inquiries, giving general information in response to inquiries, etc. Assists with all other office duties when necessary. Assists with Pavilion responsibilities when necessary. Responsible for and oversees the counting and balancing of all Pavilion daily transactions and keeping start up and change envelopes available as needed.

**Non-essential:** Inventory and order supplies for vending machines and fill as needed. May assist with recreation programs and special events.

### **QUALIFICATIONS/REQUIREMENTS:**

**Training and/or Experience:** Graduation from high school or equivalent (GED) supplemented by two years' experience (secretarial or computer field) and/or specialized training.

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

**Knowledge:** Working knowledge of modern office practices and procedures. Knowledge of business English, accounting, math, filing, grammar and spelling. Knowledge of standard office equipment.

**Skills:** Detail oriented, computer literate, calculator, typing, other standard office machines and equipment.

**Abilities:** Ability to establish and maintain effective working relationships with other Parks and Recreation employees, and the public. Ability to type accurately and efficiently. Ability to carry out, continuing assignments requiring the organization of information. Ability to prioritize and/or delegate tasks in order to complete.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license, CPR and First Aid certified.

**ADDITIONAL REQUIREMENTS:**

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

**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

**Physical Demands:**

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

**Use of Equipment:** Office equipment including computer, calculator, fax and copy machines, telephones, cash register, time clock.

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