



Job Title	Administrative Assistant
Department	Parks and Recreation
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position is responsible for administrative and clerical tasks for the Park and Recreation and Health and Human Services departments within the Town. Responsibilities include data entry, record management, customer service, and payment processing.

Supervision

Received	Director of Parks and Recreation (primary) and Assistant Director of Public Health for Environmental and Community Health (secondary)
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Support program administration, including communication with the public on program updates, reminders, and maintenance of rosters.
- Accepts payments from the public and inputs them into the system, reconciling receipted funds.
- Maintains office supplies inventory and re-stock maintains all invoices and ensure accuracy of payment.
- Provide assistance to internal and external customers for the Park and Recreation Department and the Public Health Division, including members of the public, contractors, Town staff, board and committee members, etc.
- Produce documents and reports and establish and maintain departmental files via paper and electronically such as confidential information and duplicate materials.
- Assists in updating the department information on the website, social media outlets, and via press releases.
- Greets visitors, answers phones, checks Park and Rec and Public Health's voicemail, explains office procedures, and responds to questions within level of expertise and authorization while referring more complex issues to technical, professional, or management staff all while providing effective customer service and promoting and maintaining responsive community relations.

- Prepare mailings and routinely check and distribute mail left in the RRC mailbox and drop off and pick up mail at the Town Hall.
- Assist with the preparation, updates, and distribution of board meeting packets of the Board of Health and Park and Recreation Commission.
- Serves as backup for payroll entry and timekeeping.
- Serves as backup for processing payments and preparing accounts payable checks.
- Assists in coordinating events and maintaining calendars.

Other Job Functions

- Follows safe work practices.
- Performs related duties as assigned.

Requirements of Work

The following requirements **may be substituted by** any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities required to perform the job:

- Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school.
- One (1) to three (3) years of related experience.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs. • Basic financial and accounting principals
Ability to	• Multi-task and prioritize work. • Communicate effectively both verbally and in writing. • Perform basic math and accounting functions. • Establish and maintain effective working relationships with supervisors, coworkers, vendors, and the general public.
Skill in	• Oral and written communications. • Troubleshooting and problem solving. • Customer service.

Necessary Special Requirements

None

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer