

POSITION NAME: Park and Recreation Department Administrative Assistant (Part Time Position)

REPORTS TO: Parks & Recreation Director

SUPERVISES: N/A

POSITION SUMMARY: Performs variety of secretarial and clerical administrative support duties as necessary to assist in maintaining smooth operations of the Park office and in coordination with the Township office. Assists with program registrations and facility rental reservations, coordination of data and files. Provides positive first impression in greeting volunteers, staff and visitors and in receiving calls to the Park office.

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 satisfactorily.)

Performs secretarial and clerical support duties as requested.

Answers calls into the Park office as necessary. Controls and transfers such calls in a professional and courteous manner. Takes accurate and complete messages as required. Provides positive first impression of Ada Township government attitude and professionalism.

Responds to and welcomes visitors to the Park office. Directs visitors or notifies the appropriate employee or Township official of visitor's arrival.

Maintains inventory of office supplies orders supplies to replenish inventory and other items as needed.

Assist with organization and management of electronic data and hard copy files. Processes program and rental registrations and volunteer data.

Performs other duties and responsibilities as directed by the Director of the Parks & Recreation Department.

KNOWLEDGE, SKILLS AND ABILITIES: (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

High school completion plus minimum one year of relevant experience required, preferably in a secretarial/clerical support function where communicating and working effectively with customers/public required. Additional training and/or experience with common office software and computer business applications, and good telephone etiquette, preferred. Basic understanding of the communities in the immediate area and appreciation for the goals of parks and recreation programs desirable.

Ability to organize and prioritize work, concentrate, focus on details, and interpret, comprehend and follow written and verbal instructions as required. Must be able to work independently scheduling and producing work accurately and on a timely basis in an environment where frequent interruptions occur.

Excellent interpersonal and communication skills to interact successfully with other Township personnel, Ada Township residents, general public and other visitors to the Parks and Township offices.

Must possess valid driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works in an office setting.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

Requires ability to drive to various parks, the Township Hall and/or run errands using an automobile.

REVISED: May 4, 2017