

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Seasonal Secretary III- Recreation Department

REPORTS TO: Recreation Director

SUPERVISES: -----

PURPOSE OF POSITION: Responsible for related clerical duties and administrative support functions in the daily operation of the department. An incumbent will be required to work varied hours during the week, including evenings and weekends.

ESSENTIAL FUNCTIONS:

Answers the telephone, takes messages and refers caller to appropriate source for assistance; provides information regarding programs and services available.

Performs a variety of clerical duties such as typing, photocopying, customer service duties and waiting on customers as needed; prepares various documents and records pertaining to the duties performed.

Assists in scheduling various programs and activities; instructs and facilitates programs and activities as needed and upon the approval of the Recreation Director.

Prepares and maintains various program records including but not limited to class registration, waiting lists, attendance, payments received, and participant response and evaluations.

Assists the general public with the registration of classes and in reserving facility buildings or shelters, pieces of equipment and supplies; contacts registered participants when changes in program schedules occur.

Maintains and updates departmental information boards with current recreation information and program schedules.

Establishes and maintains an appropriate file system by accurately filing and organizing departmental records and documents.

Attends various departmental and community meetings as needed; takes minutes and maintains a journal of the proceedings.

ESSENTIAL FUNCTIONS: (continued)

Assists in preparing and distributing the city's recreational newsletter in order to notify the public of upcoming events

Provides administrative support to the Recreation Director and other staff as needed through various activities, including but not limited to, process incoming and outgoing mail; schedule appointments; compose, type, and edit correspondences, reports, memoranda, and other material.

Serves as cashier by maintaining departmental cash drawer; receives a variety of payments from the general public for licenses and permits; completes standardized forms regarding the receipt of payments; post changes to general ledger.

Receives citizen complaints; records information and/or refers individual to appropriate person for resolution.

Maintains office supply inventory and order supplies as needed.

Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, etc.

Establishes and maintains positive public relations with the general public, other employees, community groups, other governmental agencies and municipal officials.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and ability to apply routine office procedures and standard clerical techniques.

Knowledge of and ability to apply general record keeping/bookkeeping techniques.

Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs dealing with word processing and spreadsheets.

Knowledge of and ability to utilize proper telephone etiquette.

Knowledge of and ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.

Ability to learn and apply departmental rules and regulations pertaining to recreational programs

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY: (continued)

and services provided.

Ability to learn the city's responsibilities and to use independent judgment in the performance of duties.

Ability to learn the various community resources and agencies available to the general public.

Ability to post numerical data accurately.

Ability to accurately prepare and maintain records, reports and other departmental documents.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to deal with the general public in a courteous and tactful manner.

Ability to type accurately using a typewriter, word processor and personal computer.

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the public, other employees, other governmental agencies and municipal officials.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid drivers license at the time of hire.
2. Graduation from high school or GED equivalent.
3. Experience with recreational programs, preferred.
4. Must be bondable.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, books, files and other materials. The incumbent is required to frequently sit for extended periods of time, talk, hear and must have the ability to transport themselves to

