



## **Parks & Recreation Administrative Assistant**

### **General Description**

Under general supervision, performs administrative duties, conducts programs, and coordinates activities of the Recreation Department, as well as involvement with facilities, parks, and events. Promotes opportunities for all residents in varied offerings to enhance both quality of life and personal health & wellness.

### **Essential Job Functions**

- Ability to, as assigned, coordinate and work with full-time and part-time staff, volunteers, the public and diverse populations.
- Performs administrative duties to include clerical work, use of Microsoft Office, and MUNIS financial software.
- Develops and conducts assigned programs and activities to achieve goals within available resources.
- Provides feedback to recreation management; makes presentations to staff, boards, civic groups, and the public.
- Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Accurately check biweekly timecards for assigned staff and submit to payroll operations.
- Assists in the development and promotion of recreation programs including indoor and outdoor athletics, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and facility use.
- Adapts recreation programs to meet the needs of the public to include scheduling of practices, games, tournaments, city owned facility use and rental, concerts, and unique events.
- Introduces new program activities, equipment, and materials to customers.
- Interprets recreation service to public and participates in community meetings and organizational planning.
- Works in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Prepares attendance, accident, and routine accounting reports.
- Supervises classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinates full-time and part-time staff in the development and implementation of programs.

- Performs as needed a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; planning for rentals and use of facilities, helping set up for classes, events, etc.
- Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs and events.
- Promotes interest and provides information through social media, voice media, and print media as authorized.
- May serve as a member of employee committees as assigned.
- Assists in the planning and management of the City Pool, concession related activities, procurement of goods and services within City Policies.
- Assists with surveying and educating the community on recreation programs and associated offerings.
- **Requires holiday, evening, and weekend work within a full-time flexible schedule.**

### **Knowledge, Skills, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

The ability to listen to parent and citizen concerns and respectfully respond as needed, be it immediately or through research and follow-up.

Thorough to comprehensive knowledge of operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.

Thorough to comprehensive ability to: read, use computers and software programs, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

### **Education and Experience**

Recommended a minimum associate's degree in Recreation Management, Business, Communications, Public Administration, Sociology, or a related field with a minimum of two years of progressive experience, management responsibility, and working with the public or an equivalent combination of education and experience in Parks and Recreation.

### **Special Qualifications**

Position requires an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid Virginia driver's license. Requires successful completion of physical and drug screenings and a criminal justice fingerprint clearance/background check is required.

### **Physical Activity**

The work is sedentary, standing, and walking work which may precipitate exerting up to 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities can be necessary:

- Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and draft reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.

#### **Additional Requirements**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities are required:

- Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
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