

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

DEPARTMENT ASSISTANT I - PARKS AND RECREATION

Supervised by: Parks & Recreation Director
Supervises: Part-time clerical staff and volunteers

Position Summary:

Under the direction and supervision of the Parks & Recreation Director, performs various routine and complex clerical and administrative tasks. Answers telephones, greets and helps citizens and assists with registration, records processing, and activities scheduling. Functions as a first contact for operations by providing receptionist duties and counter service.

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.

1. Serves as department receptionist, receiving telephone calls and walk-in visitors. Answers questions, transfers or re-directs calls requiring further assistance, and takes messages for department personnel.
2. Serves as recording secretary for the Parks and Recreation Commission. Responsible for preparing agendas and minutes of the meetings and related correspondence.
3. Compiles information; prepares and types correspondence, reports, budgets, forms, permits, records and other materials.
4. Processes, balances and records departmental receipts and revenues.
5. Schedules appointments as requested, prepares itineraries and agendas, and provides department staff with clerical support for meetings, community events and programs.
6. Acts as office manger, confirms and receives orders, orders office supplies and materials, and maintains corresponding filing system.
7. Processes mail on a daily basis. Maintains departmental mailing lists and assists with bulk mailings.
8. Assists in the preparation of recreation publications, brochures, and information flyers.
9. May be required to provide back up assistance to Senior and Recreation Coordinators, as well as the Parks and Recreation Director.

10. Maintains all class program and league registration information including player contracts and attendance lists.
11. Oversees the work of part-time clerical assistants.
12. Performs work outside of normal business hours as needed.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma, supplemented by vocational training in secretarial science or office administration.
- One or more years of receptionist or general office work in a front office setting.
- A Michigan Vehicle Operator's License.
- Must be bondable.
- First Aid and CPR certifications desirable.
- Knowledge of modern office procedures and practices, and skill in applying them.
- Knowledgeable in a variety of computer software (such as Microsoft Word, Aldus PageMaker, Excel, and Advanced Mail List) and the ability to learn new software as needed.
- Skill in the operation of standard office equipment including electronic typewriter, cash register, postage meter, fax machine, calculator, copier and other related office equipment.
- Skill in utilizing a multi-line phone system and taking accurate messages.
- Ability to work independently and make sound decisions in the absence of the Director and Coordinators.
- Ability to accurately work with numbers and handle money.
- Ability to communicate effectively.
- Ability to effectively juggle multiple tasks simultaneously.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with youth, senior citizens, program patrons,

volunteers, employees, professional contacts, community groups, business leaders, the media, and the public.

- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and with changing work priorities.
- Ability to work outside of normal business hours.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and must travel to other locations. The noise level in the work environment can range from quiet to loud.