



Position Description

Job Title	Inter-Departmental Office Clerk
Department	Parks and Recreation
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position provides administrative support to the Parks and Recreation Department and to other departments as needed.

Supervision

Received	Director of Parks and Recreation and other Department Heads and City Administrator when applicable.
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Provides front desk responsibilities; greets visitors, answers telephone and routes calls; responds to and forwards emails; answers customer questions; processes mail; sends weekly schedules to the newspaper; places orders to vendors as requested; assists customers with rentals and reservations for all facilities.
- Processes registrations and payments for programs and facilities; issues receipts for registrations and events; facilitates park shelter rentals; balances cash drawers daily; performs daily deposits; performs credit card refunds for park shelter deposits; reconciles current MS Access database and MS Excel ledger before payout to youth association board.
- Performs data entry for a variety of activities and functions, including youth registrations, daily deposits, program registrations, park shelter deposits, reservations and rentals, etc.
- Assists with development of paper and online registration forms for all youth and adult recreation programs; maintains MS Access database for youth registrations; helps create guides for recreation programs.
- Uses social media to notify the public regarding youth program registrations.
- Assists customers with registration process.
- Prepares reports as requested.
- Assists staff and other departments with special projects as requested.
- Performs general clerical duties as needed.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

City Clerk’s Office

- Transcribes minutes of City Council and other boards and commissions in the City
- Provides front desk responsibilities; creates visitors, answers phones, collects payments.

OTHER JOB DUTIES

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and at least 2 years of administrative or general office experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Parks and Recreation programs, policies and procedures. • The use of standard office equipment, including computers and relevant software. • Business English (spelling, grammar, punctuation and tone).
Ability to	<ul style="list-style-type: none"> • Perform basic math and accounting functions. • Understand and follow instructions. • Multitask and prioritize workload. • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Customer service.

Necessary Special Requirements

Ability to pass a criminal and financial background check.

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, prolonged visual concentration 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 is occasionally required to climb, kneel, crouch, bend or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.