



Position Description

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

Scope of Work

This position provides administrative and clerical support to the Parks and Recreation Department, and provides general customer service functions to the public.

Supervision

Received	Director of Parks and Recreation
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.

- Serves as the initial contact with the public; answers telephones and emails; provides information and routes calls.
- Registers participants for programs and events.
- Performs administrative and clerical functions for the Department; develops daily and monthly schedules; assists with development and reproduction of program schedules; collects and maintains league information including master lists of participants; purchases supplies and materials; maintains filing system maintains grant application files; assists with scheduling of part time and seasonal staff; processes mail and other correspondence; assists staff with publications, special events and mailings; opens and closes office.
- Performs certain accounting functions; provides receipts for program monies received; develops monthly ledger for income report; prepares weekly income report including recycling tax program

monies and weekly deposits; prepares monthly report for Parks and Recreation Board.

- Prepares monthly agenda and packets for Board meetings; assists with preparation of grant applications; provides clerical support in the preparation of other reports and documents as requested.
- Promotes Department programs and activities; prepares weekly information for publication; provides information to school systems and other organizations including schedules, brochures, etc.
- Provides outreach to the community through social media and other forms of promotion.
- Works with MS Access and Excel to prepare reports for youth Associations, Park Board and City Council.
- Provides assistance to other departments as requested.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and at least 1 year of additional training in general office procedures preferred; plus at least 2 years of experience working as an office assistant; 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 general 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.