

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: Administrative Assistant
Department: Recreation Department

FLSA Status: Non-exempt
Union Status: Represented
Updated: March 2022

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

Performs a variety of routine and complex administrative duties in support of the Parks and Recreation programs. This position is responsible for the overall smooth and effective operation of administrative functions of the department and assisting other staff members in accomplishing their missions. Interacts regularly with the public both in person and by phone.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Recreation/Aquatics Manager. May receive training or direction from other staff as assigned or required.

SUPERVISION EXERCISED:

None generally. As assigned or required may train, provide direction or act as a lead worker to other staff, seasonal/temporary, community service, and/or volunteer workers. May exercise project related supervision over consultants or contractors as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Greets, provides service to and/or directs walk in and telephone customers. Responds to the public in a courteous, respectful and tactful manner.

Coordinates, tracks and administers public and city reservations for use of city Parks and Recreation facilities including Lintott/Alexander and Stan Hedwall and park complexes (including RV Park), V.R. Lee Community Building, Shaw Aquatics Center and other city facilities. Informs and instructs public on terms and rules for use of city parks and rental facilities, including insurance requirements and alcohol use policy. Coordinates and maintains reservation calendars and assignment/return of facility keys.

Performs routine transactions with the public including processing of payments, receipts and refunds for facility rentals, collection of registration and fees for recreation programs as well as other seasonal programs. Posts recreation registration receipts and program expenses daily or as required. Maintains department petty cash fund.

Serves as Administrative Assistant for the Parks and Recreation Manager. Responsible for performing delegated administrative duties, exercising independent judgement, discretion, and confidentiality at all times.

Processes paperwork, forms, reports, correspondence and other documents including confidential information. Accurately and efficiently performs administrative duties including data entry, processing of mail, copying, filing, preparing memos, forms and correspondence and retention and destruction of records as requested.

Assists in the design, development, scheduling and implementation of a variety of recreation programs including athletic leagues, sports tournaments and the operation of the Shaw Aquatics Center. Assists in the creation and administration of recreation programs and activities to meet the needs and interests of the community as well as promote the City Chehalis and its local businesses.

Maintains and updates recreational program registrations, postings, brochures and other informational resources available to the public.

Prepares and/or reviews and edits a variety of correspondence, notices, flyers, brochures, media releases and other informational material related to programs and services. Compiles information and performs minor research for various studies and reports. Requires judgment as to content, accuracy, and completeness.

Reviews, codes and gains appropriate approval for payment on all department invoices. Purchases supplies, materials and equipment as needed and/or requested. Performs cost control activities including tracking project costs and preparing associated reports.

Assists in the preparation and refinement of annual budgets for the department.

Maintains proficiency in and regularly uses MS Windows and MS Office (including, but not limited to: MS Excel, MS Word, MS PowerPoint, MS Outlook). Utilizes Eden Accounting System as needed.

Maintains and updates assigned sections of the City's website and phone lines as needed and required for rainout and other information.

Compiles and coordinates department timesheets and related documents as directed.

Establishes and maintains effective working relationships with individuals at all levels, including public officials, co-workers, community groups, and the public. Often works independently and with limited supervision.

Coordinate coverage, work assignments, division of routine duties and special projects with other office staff and be responsible for completion of assigned projects.

Maintains productivity and self-motivation in accomplishing assigned tasks and duties. Meets deadlines and develops and follows personal work plan to accomplish assignments and objectives within available resources.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in:

- Public Records Disclosure and Dissemination
- State of Washington Notary Public
- Other training as required by the City

Learns, evaluates and applies applicable laws, ordinances, and department rules and regulations. Follows established procedures and meets adopted standards.

Operates office machines/equipment as required.

OTHER DUTIES

Maintains regular, reliable and punctual attendance.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Effectively communicates orally and in writing using the English language.

Serves as a Notary Public.

May on occasion be required to work weekends and before or after normal working hours.

Travels within city and county, as well as out of town, which may include attending meetings, events, conferences, seminars, and training sessions.

Recommends methods to improve workflow, simplify procedures, or implement cost reductions.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent.

College level course work in accounting, business administration, finance, marketing/tourism or closely related field.

Four years of progressively responsible experience in office and administrative work.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City Of Chehalis.

At time of appointment, must be certified as a Public Notary in the State of Washington.

Must successfully satisfy a background investigation.

Must be bondable.

Working Knowledge Of:

Computers and electronic data processing, including Microsoft Office Suite and other specialized software.

Office practices and procedures.

City services, policies and procedures.

Skilled In:

Operating listed tools and/or equipment.

Accurate typing skills with a required minimum of 30 wpm.

Organizational and administrative skills.

Ability To:

Deal tactfully and courteously with individuals of all levels and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Establish good and effective working relationships with coworkers, public officials, citizens, representatives from other agencies and community groups.

Be self-motivated, able to work independently with minimal direction, and keep deadlines.

Effectively communicate verbally and in writing in English, and to understand, follow and transmit written and oral instructions.

Perform arithmetic computations and data entry functions accurately.

Exercise independent judgement, discretion, and confidentiality at all times.

Perform the physical demands and essential duties and responsibilities described.

Desired Skills and Abilities (not required):

Prior experience administering facility rentals and/or coordinating recreation programs, athletic leagues and tournaments.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software, 10-key calculator, telephone, typewriter, fax and copy machines, postage machine, and audio recording and transcription equipment...

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

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment but may take place at other facilities and locations. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner).

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed.

The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
