

**TOWN OF CLOVER, SC
JOB DESCRIPTION- August 2019**

**JOB TITLE: ADMINISTRATIVE ASSISTANT
RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs moderate level administrative/clerical activities to assist the Parks and Recreation Director and departmental staff in facilitating administrative procedures relating to the recreation programming, special events and park facilities. Works with considerable independence within the scope of established policies and procedures. Position requires discretion and diplomatic skill in representing policies and working effectively with Town personnel, officials and general public. Reports to the Special Events Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists Recreation Director and other departmental staff members by performing a variety of clerical duties, which may include but are not limited to composing and/or preparing reports and correspondence, performing physical and electronic dictation and transcription, preparing meeting minutes, researching and compiling data, maintaining computer record-keeping operations, assisting in budget preparation, receiving and receipting payments, maintaining financial records, establishing and maintaining financial records, establishing and maintaining filing systems, process daily mail, trains new employees as to office procedures and policies, etc.

Types, copies and mails various letters of correspondence, reports and official documents.

Performs computer data entry to record and retrieve information and to prepare reports and correspondence.

Anticipates and prepares materials needed by the Recreation Director for meetings, conferences, etc.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.

Maintains a comprehensive and efficient filing system for forms, records, reports and correspondence.

Receives, reviews, prepares and/or submits a variety of documents, which may include department records, inventory lists, logs, routine reports, applications, travel forms, meeting minutes, billing invoices, purchase requisitions, spreadsheets; budget documents, expenditure reports, schedules, attendance records, work orders, legal documents, memos, correspondence , etc.

Accepting and processing program registrations and reservations through recreation software CivicRec; collecting and recording fees.

Prepares deposits for all program and facility fees. Completes daily cash sheets and petty cash reports; maintains cash balances and petty cash expenditures.

Schedules and implements facility, field and special event rentals processing information correctly and collecting fees.

Updates and maintains Town of Clover website and social media accounts as needed.

Tracks and monitors office inventory and arranges for purchase of items as necessary; which may include office, janitorial, art supplies and other applicable recreation supplies.

Assist after hours at scheduled special events or programs.

Coordinates and maintains monthly recreation staff schedules.

Assists in vendor registration and assignments for special events or festivals.

Provides general supervision to concession workers; duties include recruitment, training, scheduling, payroll, product inventory and places food orders; ensures overall cleanliness of various concession locations.

Operates a variety of equipment such as a typewriter, calculator, telephone, copier, fax machine, audio-visual equipment, tape player, recorder, and cash register, etc.

Interacts and communicates with departmental supervisors and employees, Town department heads and employees, sales representatives, Town officials, government agencies, various organization and professionals, and the general public.

Abides by all policies, procedures, rules, etc. associated with the Town's Employee Safety Handbook, including reporting any unsafe situation or act to supervisors and all accidents, injuries or incidents as soon as they occur.

ADDITIONAL JOB FUNCTIONS

Must be proficient in Microsoft software applications (Word, Excel, Publisher, and PowerPoint).

Must possess good organizational and multitasking skills.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma with two years of clerical work, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.