

City of Powell

Job Description



Title: Office Assistant	Code: 220
Division: Operations	Effective Date: 12/08
Department: Aquatics	Last Revised:

GENERAL PURPOSE

Performs a variety of **routine administrative and complex clerical duties** as needed to expedite the delivery of aquatic facility operations and programs. Follows established processes and procedures.

SUPERVISION RECEIVED

Works under general supervision from the Aquatics Facility Superintendent or Aquatic Coordinator.

SUPERVISION EXERCISED

May exercise functional supervision over Aquatics Clerk, part-time clerical personnel, and program volunteers.

ESSENTIAL FUNCTIONS

Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties;; takes dictation and transcribes material into documents, letters, reports, memos, or other general correspondence; composes routine letters and informative notices; maintains various program and activity files, records and documents;

Assists in the registration of program participants; takes registration cards and fees, issues receipts; allocates fee revenues to appropriate programs through ledger records or computer spread sheet; maintains daily list of registration activities to monitor participant levels and related program needs.

Enters memberships into the records keeping system; assist patrons with any problems in membership and registration. Provides a monthly report of new and cancelled memberships.

Disseminates information related to programs by telephone or personal contact; assists to coordinate the use of school, church, community facilities for city and joint county/city/school program activities; assists to distribute flyers, brochures and notices related to programs and activities. Assists with the process of room rental.

Provides budget information and detail related to office supplies and inventory; purchases office supplies as approved; submits claims for payment of expenditures;; prepares deposit detail and submits to city treasurer; prepares summaries of program revenue as needed to complete various reports; performs general bookkeeping and routine accounting.

Operates concessions and make food preparations; utilizes various types of equipment associated with concession services; maintains work areas in clean, safe and organized manner; sells candy, food, drinks, T-shirts, momentos, swim wear and equipment. Follows state food safety guidelines. Reconciles tills daily.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or have obtained GED.
- AND
- B. Six (6) months of responsible experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience:

2. Knowledge, Skills, and Abilities:

Working knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, Excel, etc. **Some knowledge** of administrative procedures; of legal processes associated with the maintenance of public records and documents; some knowledge of inter-personal communication skills.

Skill in taking and transcribing dictation from hand written notes or from recording equipment; skill in computer keyboard operations.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to confidential administrative information; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type.
Must be certified in First Aid and CPR or obtain at first reasonable opportunity.
Preference in employment may be given to those who possess and maintain a valid Wyoming Class C Drivers license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)