

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Secretary

Department: Parks and Recreation

Employment Status: Part-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is skilled and semi-skilled administrative, technical, and secretarial work in the City of West Carrollton's Parks and Recreation Department. An employee in this class is responsible for a variety of administrative and clerical tasks, including website maintenance, reporting, and preparing correspondences. Duties are performed under the direction of the Parks and Recreation Director.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of standard office equipment, including: personal computer, calculator, copier, fax machine, telephone, and general office equipment. The primary work site is the West Carrollton City Building.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Responsible for updating content on the City's website for the Parks and Recreation Department and other City departments as needed.
- Responsible for providing content for the quarterly city newsletter as needed.
- Processes class registrations, Senior Citizen Center reservations, and park shelter reservations.
- Responsible for the sale of City pool passes and the collection of fees for swim lessons, and other pool related activities and events.
- Assists with the training of seasonal pool staff.
- Creates and maintains all forms related to the daily operation of the City pool.
- Maintains database and spreadsheets of annual revenues and expenditures pertaining to the City pool.
- Processes and pays invoices for the daily operations of the Department and the City pool.
- Works closely with outside vendors who perform services for the City pool.
- Assists with special events for the City, including the Father / Daughter Dance, Monster Mash, Community Pride Day, Holiday Festival, and other special events as designated.
- Provides assistance to the City Beautiful Commission to coordinate the City Beautiful Awards and other Commission activities.
- Composes and proofreads replies to correspondence for the Parks and Recreation Director.

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ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and other computer software and hardware.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, vendors, and the general public.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to understand and execute oral and written directions and to prepare clear and comprehensive correspondence and reports.
- Ability to maintain records, reports, spreadsheets; and perform other necessary clerical and/or administrative duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to work under the direction of the Parks and Recreation Director.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent, supplemented by some responsible experience in administrative and technical work; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Ability to work other than normal working hours and attend special City events as required.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)