

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

ADMINISTRATIVE ASSISTANT

Job Description

2080 hr. FT Non-Exempt Position

\$19.50 - \$24.90 hr.

Email applications to: annetteh@rleparks.com

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision of the Administrative Services Supervisor. Will perform and performs a wide variety of routine and complex office, clerical, and administrative support tasks for one or more assigned areas; assists the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; learns policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Assistant** is the second supervisory level class responsible for Human Resources, Customer Service needs, and clerical and administrative support. This class is distinguished from the next higher classification of Administrative Services Supervisor in that the latter has overall administrative responsibility for the Administrative Services Division and oversees all administrative tasks for the District.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Administrative Services Supervisor or General Manager. Exercises direct supervision over assigned staff, contract employees, and volunteers.

ESSENTIAL FUNCTIONS: *(the following are a representative sample of the duties necessary for this position.)*

- Retrieves voicemail
- Answers phones
- Check Dropbox – if needed
- Takes registration for classes, activities, as well as events.
- Customer services counter - public/staff
- Proficiency with Sportsman software program
- Typing reports, correspondence, and memos
- Purchasing Office Supplies
- Reconcile cash and prepare deposits
- Attend meetings as assigned.
- Distribute information to public - District related topics.
- Inform Supervisors of issues with District that come to his/her attention.
- Preparation of agenda for Board and Committees
- Maintains District Bulletin Board
- Responds to District Emergency's as required
- Cleans office area
- Filing
- Will work unaccompanied and lock up facility at closing
- Assists with Payroll Procedures

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work effectively with the public and with staff.
- Working knowledge of the computer programs Word, and Excel, Office, and simple accounting skills.
- Knowledge of general office procedures, practices, telephone etiquette, letter writing, and report formats.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

This position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. This position also requires both near and far vision when reading and responding to correspondence, statistical data, and using a computer. The need to lift, drag, and push files as well as paper and equipment weighing 25 pounds, or more is also required.

EDUCATION AND EXPERIENCE:

- A minimum of two years of responsible experience in a related field
- High School Diploma or GED
- Combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Administrative Assistant

Rio Linda Elverta Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Rio Linda Elverta Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss the potential accommodations with the employer.