



Administrative Secretary Parks and Recreation

PR/7-125

JOB SUMMARY

This position provides secretarial and administrative support for the Parks and Recreation Department.

MAJOR DUTIES

1. Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel.
2. Maintains and updates a computerized database.
3. Prepares a variety of regular and special reports.
4. Assists in the administration of department budget; prepares financial reports.
5. Maintains and updates department calendars.
6. Organizes and maintains file system.
7. Attends various Parks and Recreation meetings and records minutes.
8. Coordinates the maintenance of department vehicles.
9. Maintains office supply inventory.
10. Oversees the maintenance of office equipment.
11. Maintains background records of youth association coaches and instructors.
12. Maintains community service worker records.
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern office practices and procedures.
2. Knowledge of computers and job related software programs.
3. Skill in public and interpersonal relations.
4. Skill in the use of fax machine, scanner, copy machine and other office equipment.
5. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Parks and Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related receptionist and clerical duties. The routine nature of the work may contribute to the complexity of the position.
- The purpose of this position is to provide secretarial and administrative support for the work of the department. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with members of the general public, other county employees, vendors, program participants, and volunteers.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office and at times outdoors. The employee is sometimes exposed to hot, cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.
- Possession of or ability to obtain CPR/AED certification.
- Possession of or ability to obtain a Mandatory Reporter Certification.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.