

Paradise Recreation and Park District

ADMINISTRATIVE ASSISTANT I

Job Description

Part-Time

THE POSITION

Under the supervision of the Assistant District Manager and/or the District Manager performs a variety of moderate secretarial assignments, receptionist duties and provides specialized office support services for Administrative staff and performs other related duties as assigned.

ESSENTIAL DUTIES

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities.

- Serves as a front office receptionist for program registration and patron services.
- Processes patron registration for programs and facilities.
- Processes refund requests for programs and facilities.
- Prepares program data, schedules, and other recreation program materials.
- Post facility reservations and notifies maintenance staff as needed.
- Prepares and types documents for special projects, reports, evaluations, brochures, correspondence and other related material.
- Balances daily cash and makes bank deposits, as needed.
- Prepares messages for the electronic sign.
- Assists with the production of the District Activity Guide.
- Helps implement the District's Marketing Plan.
- Processes the payment of Development Impact Fees.
- Assists the District Administrators with clerical work.
- Informs patrons of available community services as it relates to recreation and park services.
- Works with the office personnel to establish office equipment needs and office equipment maintenance and submits information to the Administrative Assistant II (Management).
- Works directly with other District staff in a variety of responsibilities and maintains a cooperative and effective working relationship with patrons, staff and other work related individuals.
- Helps maintain the front office filing system.
- Collaborative, flexible team player, keen to engage in positive, supportive professional relationships.

ADDITIONAL DUTIES

Duties may include, but are not limited to the following:

- Does related work as assigned or required.
- Is available to work as needed.

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DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Knowledge of modern office practices and procedures including operation of job-related office machines.
- Understanding of bookkeeping skills relating to payroll and disbursements.
- Comprehends and can implement marketing methods.
- Solid understanding and knowledge of computer systems (networks, computers, databases).

Skills

- Computer skills in Microsoft Word, Microsoft Excel, and Relational Databases.
- Skills to manage website.

Abilities

- Ability to type at a rate of 50 wpm.
- Ability to properly respond to written and oral instruction.
- Ability to develop and maintain a good working relationship with employees and patrons.

QUALIFICATIONS

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education

- A high school diploma. A Community College AA degree or equivalent in office administration is preferred.

Experience

- A minimum of three (3) years secretarial experience.
- A minimum of three (3) years of high level computer experience.

LICENSE AND CERTIFICATION

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.
- Current certification showing the ability to type a minimum of 50 wpm

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PHYSICAL ACTIVITY

- The estimated working position is standing and walking approximately 20% of the time and sitting approximately 70% of the time.
- Occasional climbing ladders, crawling, working on rough or uneven terrain and handling and dexterity, reaching overhead and stretching, kneeling or squatting, and climbing stairs.
- Some bending.
- Lifting, pushing, pulling, and carrying abilities under 40 pounds.
- Reasonable accommodations provided.

MEDICAL EXAMINATION AND FINGER PRINTING

- Individual must pass District pre-employment medical examination.
- Individual must be finger printed and meet legal requirements to work as a supervisor or discipline authority over minors.

PRPD Board of Directors approved March 14, 2017