



Job Title	Administrative Specialist
Department	Parks and Recreation
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

Under the general supervision of the Director of Park and Recreation, the Administrative Specialist will perform administrative duties in support of the department operations, which may include customer service, clerical support, office administrative and bookkeeping functions, marketing and social media, and special projects. The position may handle a wide variety of complex situations with diplomacy and discretion.

Supervision

Received	Director of Parks and Recreation
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Performs various administrative duties associated with payroll, recruitment and personnel administration, which may include establishing and maintaining payroll and other confidential employee records, coordinating pre-employment process and new employee orientation, and processing related paperwork.
- Enters requisitions and processes department expenditures.
- Compiles data to assist in budget preparation and monitors expenses.
- Assists with the marketing strategy and outreach for the department.
- Maintains the registration software.
- Prepares reports and tracks program revenue and expenditures.
- Coordinates and maintains event registrations.
- Manages payroll functions for the department, including distributing checks and resolving issues with payroll.
- Maintains executive calendars and schedules appointments, conferences, and events.
- Creates annual and weekly meeting lists.
- Maintains department files.
- Maintains supplies inventory; anticipates and orders needed supplies; submits bills for payment.

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Handles and/or directs complaints from the public and co-workers.
- Advises residents, businesses, contractors, etc. on Town rules and regulations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- An Associate Degree in Accounting, Office Management, Administration, or related field
- 4 years of experience as an administrative assistant/specialist preferably in a local or state government setting.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Proficiency in word processing, database, and spreadsheet applications. • Multi-task and prioritize work. • Communicate effectively both verbally and in writing. • Perform basic math and accounting functions.
Skill in	• Oral and written communications. • Strong communication and organizational skills. • Troubleshooting and problem solving.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer