

POSITION DESCRIPTION

Position Title: PT Administrative Clerk – Parks & Rec
Department: Parks and Recreation
Division: Recreation
FLSA Status: Non-exempt
Retirement: KPERS
Date: February 6, 2025

GENERAL PURPOSE:

Provide administrative/general office support to the Parks and Recreation Department to include the Performing Arts Center. Tasks include customer service functions and varied administrative work such as word processing, data entry, record keeping, invoice processing, filing, processing mail and website maintenance.

SUPERVISION RECEIVED:

Work is performed under the immediate supervision of the Parks and Recreation Director with general guidance from the Deputy Director and Parks and Recreation Administrative Assistant.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Performs general and routine administrative and clerical duties to include answering phones, providing customer assistance, copying and scanning documents, filing, etc.
- Provides assistance for play productions at the Performing Arts Center for the River City Community Players to include but not limited to arranging royalty, deposit, and rental payments; printing/copying of unrestricted material; processing expense reimbursements; returning rental materials in properly prepared packages; etc.
- Composes and edits/proofs a variety of correspondence which may include letters, memorandums, forms, reports, purchase orders, etc. requiring judgment as to content, accuracy and completeness.
- Compiles, retrieves, maintains and updates paper and electronic documents, files, reports, contact lists and other records within the department.
- Processes, sorts and distributes incoming mail; prepares and processes all outgoing mail.
- Assists with all citizen contacts to include requests for information or service, on-line and in-person reservations and registrations, complaints, etc. Provide prompt and professional service and follow-up when necessary.
- Assists with maintaining department website for updates and accuracy as needed.
- Assists with developing attendee lists and any required attendee paperwork/correspondence.
- Assists with ordering and maintaining inventory of office equipment and supplies.
- Assists with coding and entering department invoices and requisitions into the city's financial software system.
- Performs other duties as required or assigned.

PERIPHERAL DUTIES:

- Attends Parks and Community Activities Advisory Board meetings in Administrative Assistant's absence.
- May participate in parks and recreation sponsored events as requested.
- May serve as a member on various department committees.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Minimum of one year experience in performing administrative or general office/clerical duties.
- (C) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy
- (D) Must be able to type a minimum of **35 WPM**. Typing test is administered at the Leavenworth Workforce Partnership Center
- (E) High level of experience with computers and office equipment.

Necessary Knowledge, Skills and Abilities:

Working Knowledge of:

- Computer software, office equipment and electronic data processing in a Windows-based environment to include Microsoft Word, Excel, Access and Outlook.
- Business English, spelling and business math; Accounting principles and procedures; General office practices and procedures; General record keeping procedures
- Working knowledge of website development/maintenance and social media posting.

Skills:

- Public relations and public speaking; Effective verbal and written communication skills; Composing/preparing memos, reports and correspondence.
- Skill in operating the listed tools and equipment.

Ability to:

- Function effectively with minimal instruction and changing priorities.
- Read, write and speak English distinctly and clearly; Follow oral and written instructions.
- Effectively present information verbally, and in writing, to individuals or groups.
- Maintain composure while working in a high traffic environment and able to multi-task and work independently, with limited supervision.
- Deal professionally and courteously with the public; receive and process requests; establish and maintain effective working relationships with the public, departmental personnel, vendors and other City and County agencies/personnel.

DESIRABLE QUALIFICATIONS

- (A) Two or more years' experience in a business, professional or governmental office performing a broad range of administrative duties.
- (B) Post-secondary, Vo-tech, secretarial school or associates degree in closely related field.
- (C) Previous experience in a Parks/Recreation department with similar duties and responsibilities.
- (D) Experience in the use of social media networks, such as Facebook, Twitter, etc.

TOOLS AND EQUIPMENT:

Multi-line telephone system; Personal computer, including Microsoft Office, word processing, spreadsheet and data base software; internet, website and social media; printer; copy machine; scanner.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit for long periods of time, to speak clearly and distinctly, and to hear. The employee must be able to input information to a computer keyboard and must be able to read printed and electronically reproduced material. The employee must be capable of occasionally lifting and carrying/moving up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet, and citizens, visitors, employees and telephone calls disrupt work frequently. The work area is open to the public and consists of an office located within the Riverfront Community Center.

SELECTION GUIDELINES:

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; reference check; background investigation; polygraph examination; and post-offer medical examination to include a drug screen; and other job related tests may be required

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/ individual and is subject to change as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

Parks and Rec. Director

Date

HR Director

Date