



**Office Manager**  
Parks and Recreation

PR/6

**JOB SUMMARY**

This position is responsible for coordinating the administrative functions of the Recreation Department in support of the Director and other department staff.

**MAJOR DUTIES**

- Performs administrative duties such as scheduling and organizing meetings and events for the department and staff.
- Completes and submits time sheets; maintains vacation and sick leave records for department staff.
- Types correspondence, memoranda, reports, minutes, programs, and forms from rough drafts.
- Assists Maintenance Department in scheduling preventive maintenance of vehicles and equipment.
- Assists with planning, staffing, and purchasing for day camp programs.
- Recruits sponsors for youth leagues; prepares bills for sponsors.
- Answers incoming calls, transfers to appropriate personnel, and takes and relays messages.
- Files all department records and reports.
- Prepares bi-weekly payroll.
- Prepares program information for distribution in schools.
- Assists the public by collecting fees and providing general program and event information.
- Balances cash receipts; prepares bank deposits.
- Maintains files for birth certificates on all youths participating in every program.
- Assists with accounts payable: enters purchase orders to computer; matches invoices with purchase orders.
- Orders office supplies and maintains an inventory.
- Enters budget data into computer; monitors expenditures under current budget.
- Prepares weekly calendar of department programs and activities.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of relevant county and departmental policies and procedures.
- Knowledge of the programs, policies, and procedures of the Parks and Recreation Department.
- Knowledge of secretarial and bookkeeping techniques.
- Skill in record-keeping and filing.
- Skill in performing basic mathematical calculations.
- Skill in operating an adding machine, telephone, copier, typewriter, laminator, calculator, and computer.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Director or Assistant Director assigns work in terms of general instructions. The work is reviewed for accuracy and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include county and departmental policies and procedures, as well as instructions from the supervisor. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative and secretarial duties.
- The purpose of this position is to provide administrative and secretarial support for the program and staff of the Parks and Recreation Department. Successful performance in this position contributes to the efficient and effective operation of the department.

## **CONTACTS**

- Contacts are typically with co-workers, program participants, and the general public.
- Contacts are typically to exchange information and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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.