

## **POSITION DESCRIPTION**

**Position Title:** Administrative Assistant II – P&R  
**Department:** Parks and Recreation  
**Division:** Parks and Recreation  
**Retirement:** KPERS  
**FLSA:** Non-Exempt  
**Effective Date:** January 15, 2019

### **GENERAL PURPOSE**

Provides a variety of routine and complex clerical, administrative and technical work in keeping official records and providing administrative support to the Parks and Recreation Director and staff.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Parks and Recreation Director. Receives only generalized instruction and is frequently required to make independent work decisions.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks that may be performed.)

- Serves as the first point of contact with citizens seeking information regarding departmental programs. Responsible to handle citizen inquiries with tact and confidentiality. Intensive public-oriented position requiring excellent public relations skills and a proactive work ethic.
- Supports the department by performing routine clerical and administrative work to include file maintenance, documentation verification, answering phones, purchasing department materials and supplies, taking reservations for park shelters, summer pool parties, summer baseball and softball field practices, community center rooms as needed, campground sites in the off season, etc.
- Maintains Parks and Recreation online registration/reservation system.
- Codes and enters department invoices and requisitions into the city's financial computer system; verifies approval process for each transaction; keeps appropriate payment records. Reviews all daily deposits to ensure accuracy; generates master daily reports; investigates and researches errors and discrepancies before forwarding to City Accountant.
- Maintains lists of all community center room rentals, room security deposits, and catering payments; administers security deposit refunds; prepares weekly in-house caterer pay report and submits to finance department for payment. Prepares annual reports on revenues, expenditures, and participation for recreation programs, park shelter and campground usage, and community theatre group plays. Gathers and consolidates staff information and prepares department annual report.
- Assists staff with composing, proofreading and editing various correspondences, reports, memoranda and other material requiring judgment as to content, accuracy, and completeness.
- Provides assistance to department staff for various report writing as needed. Assists with program and event publications, advertisements and materials. Maintains registration and payment lists for special events and sports and aquatic programs.
- Scans and archives documents and maintains the department's website information as needed.

- Researches, compiles and obtains data for use in the completion of required reports. Prepares & submits reports to Parks and Recreation Director.
- Operates listed office equipment.
- Receives and distributes incoming mail, processes outgoing mail.
- Develops and maintains effective working relationships with the public, outside agencies, departmental personnel, vendors and other City employees.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Attends Parks and Community Activities Advisory Board meetings; takes and distributes meeting minutes, assists Director with meeting agenda preparation and distribution.

### **PERIPHERAL DUTIES**

- Assists patrons with room rental information at the community center in the absence of the community center manager.
- Arranges service calls for miscellaneous repairs at the Riverfront Community Center.
- Performs other duties as assigned.
- May serve as a member on various committees.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping; and
- (B) Two (2) years experience in a business, professional or governmental office performing a broad range of secretarial and administrative duties; or Five (5) years of increasingly responsible related experience in general office or clerical duties; OR
- (D) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- (E) Must be able to type a minimum of 40 WPM. Typing test is administered at the Leavenworth Workforce Partnership Center.
- (F) 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.

#### **Necessary Knowledge, Skills and Abilities**

- (A) Working knowledge of computer software, office equipment and electronic data processing in a Windows-based environment such as Microsoft Word, Excel and Access; Working knowledge of modern office practices and procedures.
- (B) Working knowledge of accounting principles and practices.
- (C) Proper and accurate knowledge of business English, spelling, and business math.
- (D) Skill in operation of listed tools and equipment.
- (E) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to effectively meet and deal with the public; Ability to deal with public relations efforts that may be confrontational; Ability to read, write and speak fluent English.

**DESIRABLE QUALIFICATIONS**

- (A) Vocational/Secretarial school or associate’s degree in business, data processing, or related.
- (B) Previous experience with Munis purchasing system.
- (C) Previous experience with Tyler Cashiering.
- (D) Extensive experience with public relations and assisting the general public.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and data base software; 10-key calculator; copy machine; fax machine; printer; scanner; multi-line telephone system.

**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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close 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 usually quiet.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended 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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**APPROVAL AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date