

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Room 110
CLOSING DATE: POSITION WILL REMAIN OPEN UNTIL FILLED

Job Title: Office Assistant (Position #2522b)
Salary: Pay Grade 7; Hiring Rate \$27,199 per year
Provisions of the Personnel Ordinance for Promotion/demotion/transfer
Work Schedule: Weekdays plus occasional evening and weekend hours as scheduled.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or GED; supplemented by 1 year of previous experience and/or training involving general office work, personal computer operations, and demonstrated skills in Microsoft Office Suite; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

GENERAL STATEMENT OF JOB: Under general supervision, this position is responsible for performing various clerical and facility management duties, including answering the telephone, computer use, online registrations, account transactions, preparing reports, assisting the general public, and supervising facility use by renters and program members. Reports to the Senior Center Supervisor and/or Department Head.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines such as a personal computer, typewriter, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Answers telephone; gives information to callers and visitors; greets the public, ascertains nature of business and responds to visitor's needs and inquiries.

Operates computer and office equipment; utilizes Microsoft Office software and recreation registration and work order software as used by the department.

Performs administrative tasks; maintains emergency/medical forms for program participants; updates databases for participation records; creates/designs posters, brochures, flyers, etc.; prepares and/or completes various forms, reports, correspondence, press releases, newsletters, calendars, menu schedules, publicity materials, participation records, or other documents; receives documents, reports, correspondence, participation records, emergency/medical data, manuals, reference materials, or other documentations; reviews, completes, processes, forwards or retains as appropriate; compiles or monitors administrative and statistical data pertaining to program operations; makes applicable calculations; prepares and/or generates reports; maintains records.

Assists general public and orients program members and facility renters to the facility, Senior Center and Senior Nutrition programs.

Assists in planning, hosting and promoting program activities, special events, and facility rentals.

Schedules security for rentals and ensures all required documents (insurance, alcohol permits, etc.) and fees are received prior to rentals.

Ensures facility rooms are properly set up to meet specific needs of programs and reservations.

Receives and processes program registrations through online registration system. Collects registration fees, generates daily accounting of transactions and prepares weekly deposit.

Assists in maintaining physical and digital records of programs, participation and services. Uses spreadsheet software to record information.

Opens and closes facility.

Monitors facility use and enforces county policies. Interprets and explains department policy as necessary.

Supervises facility/equipment/appliance use by renters and provides support services in accordance with rental policy guidelines.

Supervises facility and programs in absence of Supervisors.

July 14, 2021