

VACANT POSITION – PROOF OF EDUCATION REQUIRED WITH APPLICATION

DEPARTMENT: LEISURE SERVICES

OBTAIN APPLICATION: www.spaldingcounty.com/careers

APPLY ONLINE, www.spaldingcounty.com, or 119 E. Solomon St, Room 110

CLOSING DATE: Position will remain open until filled

Job Title: Part-time Office Assistant (Position #2528)

Salary: \$14.58 per hour, pay grade 7

Work Schedule: Part-time position, approximately 25 hours per week.

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 state-awarded GED; one (1) year previous experience and/or training involving general office work and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a current Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, this position is responsible for performing various clerical and program operation duties, including answering the telephone, computer use, online registrations, transactions, preparing reports, and assisting the general public. Reports to the Nutrition Program 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 the needs of the public and their inquiries.

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

Assists general public and orients participants to the nutrition program.

Prescreens possible Meals on Wheels clients; set up initial home visits assessments for Nutrition Program Coordinator.

Responsible for maintaining Nutrition Program Coordinator's work calendar schedule.

Assists in planning program operation; coordinates with program staff and volunteers as needed.

Provides training, direction, guidance, and assistance to volunteer workers via the administration of volunteer orientation trainings, program seminars, and follow-ups.

Coordinates and organizes monthly Meals on Wheels Volunteer Schedules.

Monitors daily meals services and conducts point of sale transactions.

Assists with meal delivery as needed in the absence of Delivery Driver.

Operates county vehicle as required for meetings, to attend training or for meal delivery if needed.

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.

Prepares materials for monthly donations and charitable events such as donation letters, donation envelopes, and other donation packet content.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, desktop publishing, various State and Federal databases, or other software programs, operates various office equipment/machinery.

Coordinates transportation for Senior Center clients with the Georgia Department of Human Services and third party service provider.

Submits monthly reports to the Georgia Department of Human Services on transportation trips provided by the state.

Receives and processes program registrations through online registration system. Collects program fees and generates daily accounting of transactions. Records data as required by program guidelines.

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

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

Supervises nutrition program operations in absence of supervisors.

Performs other related duties as required.

May 12, 2022

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