

CITY OF TUSCUMBIA

JOB DESCRIPTION

DEPARTMENT:

TITLE:

Parks and Recreation
Administrative Assistant

Responsibilities:

Under the direction and supervision of the Parks and Recreation Director, performs general day-to-day duties for all Parks and Recreation facilities and Programs.

Duties:

1. Relieves the Parks and Recreation administrative staff of routine details such as: taking reservation of facilities, scheduling of part-time work staff for functions and programs.
2. Types correspondence and other materials.
3. Screens, and refers callers, answers various inquiries personally and provides information on departmental services and functions; maintains appointment schedules.
4. Maintains a friendly and workable attitude with public and staff.
5. Insures all department policies are followed.
6. Responsible for keeping and maintaining records of all Parks and Recreation facilities and programs, and making reports as requested by administrative staff.
7. May be required to instruct or conduct classes in connection with projects and programs of the Parks and Recreation Department.
8. May be required to set up and work functions or programs including clean up of facilities as determined by administrative staff.

TITLE: Administrative Assistant, Parks and Recreation Department (cont-)

9. May be required to be on call for facilities and programmed activities.
10. Performs other duties as assigned by administrative staff.

Qualifications:

1. Should be a graduate of high school or have a combination of training and experience equivalent to graduation from a standard senior high school.
2. Must have a minimum of one years experience in comparable jobs of similar duties and responsibilities: or two years experience in comparable jobs.
3. Must have an adequate knowledge of job related practices and procedures.
4. Must have knowledge of English, Spelling, and Arithmetic.
5. Must demonstrate an ability to follow oral and written instructions.
6. Must be capable of working with the public, other city employees, and immediate and upper level supervisors.