

CITY OF TEMPLE, GEORGIA

Job Description

Job Title: Administrative Assistant/Recreation
Department: Parks and Recreation
Pay Grade: 11
Employment Status: Full-Time
FLSA Status: Non-Exempt

Major Function and Purpose: The Administrative Assistant position performs advanced-level administrative/clerical activities to assist the Parks and Recreation Director and department in facilitating administrative procedures relating to Recreation and Museum programming, planning, promoting, organizing, and managing the City Park properties, including the City Museum.

The Administrative Assistant shall be committed to the City's mission, vision, and values and demonstrate ethical conduct, community stewardship, individual initiative, and responsive service. The Administrative Assistant shall demonstrate leadership, management, and technical skills through effective communication and collaboration, proper use of team resources, advanced decision-making, personal accountability, and responsibility. This position reports directly to the Recreation Director and City Council.

Essential Job Functions

- Informs the Recreation Director of any issues or information of relevance.
- Ensures the safety of program participants and quality of program content; implements departmental policies related to museum, park and recreation initiatives.
- Plan long and short-term goals for the department.
- Assist in the oversight of all management, including but not limited to pricing, purchasing, vendor agreements, stocking, quality, inventory control, maintenance requests, and equipment repair.
- Provides various clerical and secretarial duties, including drafting letters, emails, and memos.
- Ability to write and coordinate the publication of social media.
- Ability to problem-solve internal and external issues.
- Ability to follow oral and written instructions and procedures, including compiling information based on general instructions.
- Assists in the administration of department budgets.
- Research price and purchase of office supplies.
- Organized filing system for SOP, public records, and rentals.
- Maintains office supply inventory and oversees office equipment maintenance.
- Maintains office calendar, schedule appointments, events, and meetings.
- Maintains park and museum records and artifacts and the ability to coordinate displays.
- Responds to customer inquiries by researching and gathering data as needed.
- Assist in planning and coordinating special events.

- Responds to questions, complaints, and requests for information by telephone, in-person, or mail from citizens, employees, department heads, etc.
- Thorough knowledge of department functions and purpose, and the ability to communicate that mission to the public and reflective in work.
- Perform other duties as required.
- Promote and maintain high morale and enthusiasm for the City of Temple.

Minimum Qualifications

Education and Experience

- Bachelor's Degree from an accredited college or university; Business Administration, Management, with one year of progressive experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.
- AED/CPR/First Aid certified or get certified within six months.
- Microsoft Office: Excel, PowerPoint, and Word; and records management.
- Valid Georgia Driver's License.
- Proficient knowledge of marketing, advertising, and content creation for material promotion and event planning.
- Develops exhibitions and supervises the display and object information.
- Skilled in oral and written communication, and public and interpersonal relations.

Physical Demands: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. 15% of the work is outdoors. The employee must be able to lift at least 25 lbs. The employee must be able to operate a motor vehicle.

Knowledge, Skills, and Abilities

Knowledge of: Modern office practices and procedures, computer skills, and job-related software programs.

Mental and Physical Abilities to: Read and comprehend verbal and written instructions, guidelines and objectives; converse with management, vendors, volunteers, employees, and the public; use discretion and insight in carrying out City business; to stand, stoop, climb, balance, kneel, crouch, stand, walk, reach, and lift and move up to 25lbs; work extended hours beyond the 40-hour work week, including select evenings and weekends; maintain teamwork, problem solve, and communicate interdepartmentally; and be available to work in the event of a disaster to assist with recovery response efforts; record and deliver information to supervisors and elected officials; explain procedures and policies; perform under pressure and emergency situations; deal with people (staff, supervisors, general public and elected officials); interpret departmental policies and procedures; multitask in a challenging environment; create and maintain a positive image with members of the public; and maintain effective communication with co-workers and management.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.