



CITY OF TEMPLE, GEORGIA Job Description

Job Title: Administrator Assistant/Recreation
Department: Parks and Recreation
Pay Grade: 11

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 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 park and recreation initiatives
- Plan long and short-term goals for the department
- Assist in the administration 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 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 reflect in work
- Perform other duties as required
- Promote and maintain high morale and enthusiasm for the City of Temple.



Desired Education and Knowledge

- High School Diploma/GED
- 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 in 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

Desired Skills and Abilities

- Office management skills
- Written and oral communication
- Meet expectations for quality service and delivery dates with good time management
- Software applicable to work assigned
- Maintain office records and prepare reports from said records
- Exercise independent judgment by following established policies and practices
- Edit, proofread, and meet standards for quality reports, forms, and internally and externally distributed materials

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, which include computers, printers, fax machines, copy machines, telephones, 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 frequently.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments without supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, explain procedures, and follow verbal and written instructions.

Motor Coordination: Requires the ability to coordinate hands and eyes using automated office equipment to operate motor vehicles.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.



Physical Communication: Requires the ability to talk and/or hear: (talking- expressing or exchanging ideas employing spoken words.) (Hearing- perceiving natures of sounds by ear.)

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 the requirements of the job change.