



## CITY OF TEMPLE, GEORGIA Job Description

**Job Title:** Administrative Assistant/Athletics  
**Department:** Recreation  
**Pay Grade:** 11 non-exempt.

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**Major Function and Purpose:** The Administrative Assistant/Athletics is a full-time FLSA non-exempt position. The Administrative Assistant/Athletics will perform all duties herein described at the discretion of the Recreation Director and City Administrator.

This position aims to assist the Recreation Department in facilitating administrative procedures relating to athletic programming and maintenance management. The Administrative Assistant/Athletics shall demonstrate leadership support and technical skills through effective communication and collaboration, proper use of team resources, advanced decision-making, personal accountability, and responsibility.

**Supervision Received:** Work is performed under the general supervision of the Parks and Recreation Director with input from the Athletic Coordinator and Field Maintenance Supervisor.

### Essential Job Functions

- Coordinates the administrative and clerical functions of athletics and field maintenance departments, including setting priorities, establishing filing and record-keeping systems, background checks, and monitoring the Recreation Department email.
- Performs daily general clerical support functions for the Recreation Department.
- Disseminate mail, paperwork, checks, etc., to the appropriate departments.
- Provide direct oversight in maintaining the cleanliness of gymnasium bathrooms, kitchen, storage, janitorial closet, activity, and conference rooms. Communicate to Field Maintenance regarding janitorial needs in all park-related facilities and/or delegate to community service workers. Direct responsibility for ensuring the cleanliness of the gymnasium and conference rooms.
- Registers participants for programming utilizing the Rec. software system; prepares deposits for all program fees collected; updates seasonal activities and schedules; and other online programming needs.
- Schedules and implements facility rentals, updates facility calendars, collects fees, ensures rental spaces are open and available, communicates rental needs to the appropriate staff, and provides a system for opening/closing facility rentals.
- Tracks and monitors office inventory and communicates with the Recreation Director/Designee for purchases.
- Assists in tracking and monitoring concessions' inventory, provide cost-conscious decision-making before purchasing, and organizes the concession stand for part-time/seasonal employees.
- Receives complaints, concerns, and inquiries, handling them by disseminating the information to the appropriate department head. Routine and confidential information requires **discretionary judgment** and knowledge of departmental policies, procedures, and activities or referring issues and concerns to the appropriate party for resolution and follow-up to ensure results.
- Assist after-hours at scheduled events, registration sign-ups, and programs.
- Attend staff meetings.



- Performs related duties/work as required.

### **Desired Education and Knowledge**

- 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. High School Diploma, or equivalent.
- Basic knowledge of office equipment and machines, including personal computers.
- Should have the ability to edit and write documents and have basic computer knowledge and skills required with Windows or other Microsoft Office products (Word, Excel)
- Database management
- AED/CPR/First Aid certified or get certified within three months of employment.
- Valid Georgia Driver's License

### **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.
- Deal tactfully and courteously with the public and fellow employees.
- 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 computer, printer, fax machine, copy machine, telephone, 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.***