



Ocean Pines Association, Inc.

Job Description

Job Title: Current Incumbent:	Recreation Administrative Assistant	FLSA Status: Exempt/non-exempt	Non Exempt
Grade Level:			Full Time
Department:	Recreation & Parks	Supervisor title:	Recreation and Parks Director

Basic Purpose/description/why this job exists (One paragraph)

This position will work independently and under general supervision of the Recreation and Parks Director, to perform routine and non-routine clerical secretarial and administrative duties requiring working knowledge of special subject matter, acquired by experience and/or training, to assist staff in the effective and efficient functioning of the Recreation Department and the fulfillment of its assigned functions. Emphasis is placed on customer service, program registrations, facility reservations, community organizations and phone support.

Skills/Qualifications/Education/Experience/Licenses/Certifications required to be successful (use bulletized list)

- Two years minimum work experience in a modern business office involving a variety of duties; or an equivalent combination of training and experience.
- Ability to read, speak, and write the English language; and demonstrate excellent written, verbal, and interpersonal skills on the job.
- Experience in writing, editing, proof-reading and designing communication documents for public advertising.
- Computer literate – Must be able to type 50 words per minute and be confident user in office applications such as MS Word, Excel, PowerPoint, Publisher, and Email; familiarity with relevant information technology, including Facebook and website content management.
- Excellent written and oral communication skills, conveying messages to different audiences using diverse media.
- Demonstrated ability to work effectively with coworkers, media, and members from various departments. Have the ability to interact with the public and tactfully resolve situations.
- Proactive approach to meeting deadlines and delivering results with limited supervision.
- Ability to manage multiple projects at a time.
- Ability to acquire thorough knowledge of Association and department policies, practices, procedures, and scope of departmental operations, and apply knowledge of same to make consistent decisions in operational situations; and demonstrate ability to complete work assignments on time, planning ahead to fulfill scheduled completion and deliver dates.

Duties/Roles/Responsibilities (use bulletized list)

% of Time
Do this after column 1 completed

- Order supplies and materials; maintain inventories; and otherwise assist in the procurement of materials and supplies for the department.
- Answer telephones; and receive and deliver messages for personnel as needed.
- Respond to routine inquiries (telephone, email, in-person) by redirecting calls to appropriate personnel for response and/or resolution; personally answering those requiring routine information and general knowledge of department functions; or responding to inquiries with a standard letter or report.
- Perform routine clerical/secretarial/administrative functions, such as, but not limited to composing letters; verifying, compiling and tabulating data; posting data to records/logs and entering data into computer programs; developing information for a variety of operational and administrative reports; arranging meetings; organizing and maintaining facility reservations; updating files and forms.
- Prepare customer bills and solve billing problems, daily close out of register; prepare community center calendar, program registration/ facility rentals; assist with special events, programs and classes.

Hit enter after each % #

- Other duties as assigned

100%

Work Environment (inside/outside/office/noise/equipment used/in vehicle/customer interaction)

- Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain.

Physical Demands (walking, sitting, standing, lifting(lbs), swimming, etc.)

% of Time

Do this after column 1 completed

- Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 25 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Hit enter after each % #

100%

Describe the decision-making authority of this position

Checks with Recreation and Parks Director on decisions outside the scope of the norm.

Completed By:	Debbie Donahue	Date:	
Reviewed By:		Date:	
Approved By:		Date:	