

Tuscaloosa County Park and Recreation Authority
Job Description

Job Title: Park Ops Office Assistant
Department: Park Operations
Reports To: Office Manager, Director of Park Operations, Director of Development
FLSA Status: Non-Exempt
Job Level: Level 2 (part-time) \$7.43 minimum to \$8.92 maximum
Prepared By: Katherine Watkins
Prepared Date: May 7, 2003
Approved By: Don Kelly, Director
Approved Date: May 8, 2003

SUMMARY

This job encompasses a variety of office work with primary responsibility of managing the daily operations of the Park Operations office.

Work involves responsibility for managing the daily operations and duties of a front line customer oriented office. These duties include, but are not limited to: handling reservations for rentals and program registration, computer operations and operating PARA's software system, record keeping and working with the public. Work requires good organizational and communication skills, the exercise of considerable initiative and independent judgment.

ESSENTIAL FUNCTIONS:

Maintain files and records and stay informed on all phases of P.A.R.A. Programs/Services and facilities including fees, policies, schedules, classes, hours of operations, etc. in order that telephone and walk-in customers inquiries may be satisfied immediately.

Prepare purchase orders, check and invoice request as needed and forward them to the Accounting Department.

Maintain various records of office activities pertaining to scheduling, personnel and related activities including equipment check in/out.

Collect and distribute mail and messages. Prepare interoffice mail distribution. Stamp and separates incoming and outgoing mail. Prepare bulk mailings.

Operate multi-line telephone, screen and refer callers; provide detailed responses to information requests about facilities, reservations, programs, services and activities. Record incoming messages and/or forward call to voice mail.

Responsible for facility reservations, activity registrations and other transactions in PARA's software system.

Distribute payroll checks; maintains payroll check sign off list and forwards to Accounting Department when complete.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has occasional supervisory responsibilities. This position may supervise SYEP workers, volunteers, part time and temporary office help. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, volume and circumference.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Valid Driver License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place".

All employees are subject to random drug screens.