

Administrative Assistant
Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of office tasks, including Microsoft Office programs, recordkeeping, providing Information concerning park facilities and programs; works under general supervision: performs related duties as required.

STATEMENT OF TASKS:

Supports the work of assigned Division(s)
Assists assigned Division(s) in managing seasonal hiring
Assists assigned Division(s) in recordkeeping
Assists Division Head(s) in the development of annual goals and evaluated progress in meeting goals
Obtains cost estimates for various items and assists in purchasing items
Prepares reports and maintains records as required by local, state, and federal agencies
Disseminates Information concerning Commission facilities, programs, and activities to the general public
Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects
Answers telephones
Performs minor maintenance duties, including assisting in office being maintained in an orderly manner
Maintains copy machine and base radio station
Acts as receptionist to Park visitors and Park staff
Assists reservation department, as required

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Ability to communicate effectively with the general public.
Ability to understand and carry out oral and written directions
Ability to perform basic maintenance tasks.
Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
Ability to multi-task and prioritize workload.

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MINIMUM QUALIFICATIONS:

Availability open to work regularly Monday thru Friday 8am to 5pm

Ability to read and write.

Must have a valid driver's license.

Type 35wpm.

ADDITIONAL QUALIFICATIONS:

Three (3) years of office experience or equivalent.

Demonstrated ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

SPECIAL REQUIREMENTS:

May be required to wear a uniform.

Must be willing to work weekends, holidays and Irregular hours as scheduled or directed.

Must be courteous in dealing with the general public and fellow staff members.