

Hendricks County

Job Description

Title: Part-Time Administrative Assistant
Department: Parks and Recreation
Supervisor: Parks Superintendent

FLSA Status: Non-Exempt
Pay Band: OSS 4

PURPOSE OF POSITION:

The Administrative Assistant is responsible for a variety of administrative and clerical duties necessary to run an organization efficiently and effectively.

ESSENTIAL FUNCTIONS:

- Answer the main office telephone and email account, responding to questions and concerns from the public, department employees, other government offices, and other institutions that do business with the department. Provide accurate and timely information, explain policies and rules, resolve problems, etc.
- Register members of the public – and cancel registrations and issue refunds – for department programs and facility rentals through online registration system.
- Greet and assist visitors to the main office.
- Maintain an office calendar with meeting dates, times, and locations for office staff and department programs and events.
- Assist with representing the department at select programs and events on department properties and throughout the community.
- Assist the Hendricks County Park Board with preparing and legally posting meeting agendas and distributing pertinent documents to Park Board members before monthly meetings.
- Attend Park Board meetings and document minutes of Park Board meetings.
- Maintain and organize official records, projects, historic documents, construction files, equipment files, park plans, regulatory files, and program files.
- Assist with planning, development, and distribution of *The Explorer* magazine, published three times per year including, but not limited to:
 - Developing a timeline for the current issue
 - Soliciting price quotes from printers
 - Brainstorming and helping develop ideas for features in the magazine
 - Writing, editing, and proofreading copy
 - Communicating with local school superintendents about distribution of the magazine to schools.
 - Maintaining and updating the master mailing list and master distribution list
- Maintain and update park visitation and program attendance statistics.
- Obtain background checks for prospective employees and volunteers.
- Pick up mail from the Post Office.
- Transport documents to and from other Hendricks County Government offices.

NON-ESSENTIAL FUNCTIONS:

- Assist with assigned projects.
- Perform standard office-related tasks as assigned.
- Work without direct supervision for long periods of time.
- Perform other duties as assigned.

EDUCATION & QUALIFICATION REQUIREMENTS:

- High school diploma or GED
- Valid driver's license
- Strong customer service skills: ability to communicate effectively and tactfully, verbally and in writing, with other people of various personality types, including some who may be upset
- Strong computer skills, including familiarity with and comfort using Microsoft Word, Microsoft Excel, Microsoft Office, Dropbox, and Google Calendar
- Ability to operate basic office equipment
- Basic knowledge of general office practices, such as filing, record-keeping, phone etiquette, etc.
- Strong organizational skills and attention to detail
- Strong spelling and grammar skills

RESPONSIBILITY:

The Administrative Assistant reports directly to the Superintendent of Parks and Recreation. Errors in decisions are not always immediately apparent through supervisory review. These errors usually result in lost time and/or substantial inconvenience to the public and could adversely affect the organization. This person must maintain a high degree of customer service, integrity, and confidentiality.

WORKING RELATIONSHIPS:

The Administrative Assistant reports directly to the Park Superintendent. The Administrative Assistant works primarily with the Parks Superintendent and Assistant Superintendent but also works with the entire Parks & Recreation Department staff, including maintenance and naturalists. This person will also serve as the primary point of contact for members of the public, including face-to-face, telephone, and email interactions. The Administrative Assistant will utilize tact and discretion in maintaining professional working relationships with other Hendricks County employees and officials, contractors and vendors, other government agencies and officials, and members of the public. This person will often work independently, think critically, and problem-solve as obstacles arise.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Duties will be performed primarily indoors but could occasionally include outdoor work in a variety of weather conditions. This position requires the ability to stand for long periods of time, bending, reaching both high and low, and carrying objects weighing up to 20 lbs. The primary work location will be at the Parks and Recreation main office in Danville, Ind., although some projects may require work to be completed at department properties and other locations throughout Hendricks County.

Note: A criminal background investigation is required of ALL HCP&R employees.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Part-Time Administrative Assistant in the Parks & Recreation Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Printed Name