

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Administrative Secretary – Recreation Gr. 5
FLSA STATUS:	Non-Exempt
UPDATED:	August 24, 2007

POSITION OBJECTIVES: To coordinate and carry out a variety of key administrative support functions for the Recreation Department including switchboard functions, as well as basic and special computerized record keeping and reporting tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform key switchboard functions and greet visitors: screen calls and visitors to determine nature of request or problem; refer to appropriate staff member or office; take messages; make appointments; take standard information for administrative or other purposes; distribute a variety of written information; collect forms; answer questions about department/district policies, procedures, fees, schedules, events, services, programs, and the like; assist with completion of forms.
- Develop or complete a variety of written materials (correspondence, tests, reports, minutes, forms, records, etc.) from handwritten, taped or typed copy, using standard typewriters and/or computer word processor. Perform some basic editing, layout and printing format design, and similar specialized tasks associated with use of word processing programs.
- Perform regular secretarial duties for department staff or administrators: answer phones and carry out standard reception tasks; reports; order office supplies; screen and distribute mail; prepare and process outgoing mail; photocopy; set up meetings; and the like.
- Maintain various department/program records and files, frequently involving cross-filing/cross-reference systems. Assist in designing, implement and maintain departmental filing, record keeping and reporting systems, including computer applications.
- Process various incoming and outgoing documents: prepare/initiate documents; review incoming documents for accuracy and completeness; code; complete missing or inaccurate information resolve discrepancies; enter data in manual and computerized files, verify/edit to ensure accuracy, update files/records regularly; distribute or file documents as appropriate.
- Maintain logs for registration and sale of theme park tickets, special pool use, pavilion rental, facility rooms and community gardens.
- Coordinate activities and communication between director, assistant director, vendors, school district departments and other recreation programs to exchange information, resolve problems.
- Assist as needed with all childcare procedures.
- Prepare weekly press releases and maintenance schedule

SUPERVISION RECEIVED: Reports to and evaluated by the Director of Recreation with input from the Assistant Director of Administration, Assistant Director of Programs and the Office Coordinator. Receives direction from the Director of Recreation, Assistant Director of Administration, Assistant Director of Programs, and the Office Coordinator.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree in an appropriate discipline plus 2 years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Good general understanding of public organizational structure and administrative operations.
- **Language Skills.** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Good reception and switchboard telephone skills required.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- **Computer Skills and Experience.** Strong word processing skills. Microsoft Office experience preferred. Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems. Ability to proficiently use RecTrac.
- **Reasoning Ability/Mental Requirements.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, supervisors, parents, and outside agencies. Ability to multi-task and deal with a variety of tasks at once.
- **Other Skills.** Strong organizational abilities and typing skills.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to drive.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

.....
This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to

the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.