

PARKS AND RECREATION DEPARTMENT

A. JOB TITLE – PART TIME OFFICE HELPER/BUILDING MONITOR

B. DEFINITION

The Part Time Office Helper/Building Monitor assists the office staff with the day to day office operations of the department, and is the staff representative for the Department available to assist the public during classes, events, sign-ups and performances at the Battell Center. Under the direct supervision of the Park Superintendent, this position receives assignments and is scheduled when needed. This position is expected to work 10-15 hours per week, mostly evenings and some weekends dependent on building use.

C. EQUIPMENT USED

- | | |
|----------------------------|---------------|
| 1. Computer/Word Processor | 4. Calculator |
| 2. Copier | 5. Camera |
| 3. Fax | |

D. JOB LOCATION

95% of duties are performed at the Park Department/Controllers Office building; 5% to other city departments as needed.

E. PHYSICAL REQUIREMENTS

The employee will be expected to stand, stoop, bend and lift up to 25 pounds unassisted.

F. ENVIRONMENTAL/WORKING CONDITIONS

Duties are performed inside an air-conditioned facility.

G. ESSENTIAL FUNCTIONS OF THE JOB

Will perform light secretarial and information duties of the Park Department office, and assist facility users with various needs for classes, events and performances.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Assists Office Manager, Program Coordinator and Office Secretary with daily operations
2. Light filing, filling out forms, taking fees and writing receipts.
3. Receives phone calls and answers questions or directs calls.
4. Replies to correspondence and directs email to proper staff.
5. Gives direction and assistance to facility users.
6. Greets visitors.
7. Assists in making rental reservations.
8. Represents the department for facility users after Office business hours.
9. Directs and assists the public during events and performances.
10. Assists in scheduling activities at the Battell Center.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Ability to work with public of all ages and levels of interest.
2. Good written and verbal skills.
3. Good communication and math skills.
4. Ability to operate basic office machines and equipment.
5. Ability to keep accurate and current records.

J. QUALIFICATIONS

1. High School diploma or equivalent
2. Experience with Microsoft Office Suite
3. A valid driver's license.

Employee Signature

Date

Department Manager

Date