



City of Milford
Administrative Assistant-
Parks & Recreation
Pay Grade: G05

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: Progressively responsible administrative support experience including budget preparation, information dissemination, record-keeping and extensive interaction with the general public; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background; background re-check completed every 2 years.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Parks & Recreation Director

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: Perform advanced level administrative/clerical activities to assist the Parks & Recreation Director and Department in facilitating administrative procedures relating to the recreation programming and the management of park land. Incumbents spend considerably greater portion of their time performing administrative duties rather than clerical/secretarial support.

The Administrative Assistant-Parks & Recreation shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Administrative Assistant-Parks & Recreation shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Parks & Recreation Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Coordinates the administrative and clerical functions of the department including determining proper work flow, setting priorities, establishing filing and record-keeping systems, etc
- B. Answers the phone and assist other public city officials with questions
- C. Accepting and processing program registrations
- D. Preparing and maintain personnel and payroll records for program staff
- E. Prepares purchase orders for all bills
- F. Prepares deposits for all program fees collected
- G. Maintains personnel records
- H. Maintaining bookkeeping records system and keeping a running balance of enterprise account
- I. Scheduling and implementing building rentals, meetings, park rentals. Then processing the paperwork and collecting fees
- J. Keeping office inventory and ordering supplies as needed
- K. Processing mail deliveries and tracking the history



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- L. Receives and responds to complaints, concerns, and inquiries by disseminating information of both a routine and confidential nature requiring discretionary judgment and knowledge of departmental policies, procedures, and activities or referring issues and concerns to appropriate party for resolution and follow up to ensure results
- M. Prepares complex forms, listings, informational and statistical reports, documents, etc. by determining required data, gathering, receiving and compiling data from several sources; comparing information to verify accuracy and formatting data appropriately
- N. Assists in preparing and monitoring Department's budget by compiling budgetary information from divisions or work units, drafting budget, entering information into proper account and generating reports for supervisor's review
- O. Tracks and monitors office inventory and arranges for purchase of items as necessary.
- P. Performs general clerical/administrative support functions. Composes and/or types letters, forms, memoranda, and reports from abbreviated notes, tapes, and records; transcribes and/or takes minutes of routine meetings; copies materials; maintains filing system; sorts and distributes mail
- Q. Provides technical assistance to office staff regarding appropriate response of approach to handling a citizen complaint or issue, proper work flow procedure, etc
- R. Registers participants for programming utilizing the Rectrac software system
- S. Assist after hours at scheduled events, registration sign ups, and programs
- T. Handles and directs all inquiries pertaining to the Milford cemetery
- U. Assists in vendor registration and assignment for festivals
- V. Performs related work as required

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Office equipment and machines, including personal computers.
- Computer experience required with Windows and other Microsoft Office products (Word, Access, Excel, and PowerPoint).
- Rectrac and HTE software systems.

Skills

- Some office management skills.
- Oral and written communication.
- Meet expectations for quality service and delivery dates with good time management.
- Software applicable to work assigned.

Abilities

- Maintain complex office records and to prepare reports from such records.
- Exercise independent judgment in accordance with established policies and practices.
- Interact with public.
- Deal tactfully and courteously with the public and with fellow employees.
- Edit, proofread, and meet standards of quality for reports, forms and other material to be internally and externally distributed.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
