



**City of Milford**  
**Administrative Assistant-**  
**Parks & Recreation**  
Pay Grade: 3

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**Employment Status:** Full- Time

**FLSA Status:** Non-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. Possession and retention of a valid Delaware vehicle operator's license.

Must pass pre-employment testing for substance abuse and criminal background; background re-check completed every 2 years. Subject to random drug and alcohol testing according to City policy.

**Minimum Education Requirements:** High school diploma or equivalent

**Direct Supervisor:** Parks & Recreation Director

**Supervisory Responsibility:** None

**Primary Work Location:** Office setting

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**Job Summary:** The Administrative Assistant performs complex professional accounting tasks, including verifying and processing all incoming bills for City departments. This role also manages all City cell phone accounts and performs advanced administrative and clerical activities to assist the Finance Director and department in facilitating financial and operational procedures. The position focuses primarily on administrative responsibilities rather than clerical or secretarial support.

The Administrative Assistant 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 shall exhibit leadership, management, and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

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**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:

- **Administrative & Clerical Coordination:** Coordinates the administrative and clerical functions of the department, including determining proper workflow, setting priorities, and establishing filing and record-keeping systems. Tracks and monitors office inventory and arranges for purchases, as necessary.
- **Clerical Support:** Performs general clerical and administrative support functions. Composes and types letters, forms, and memoranda. Sorts and tracks department mail, packages, and other correspondence.
- **Program Registration & Financial Handling:** Registers participants for programming utilizing the RecTrac software system and prepares deposits for all program fees collected. Prepares purchase orders for all bills. Maintains bookkeeping records and keeps a running balance of the enterprise account.
- **Payroll Coordination:** Prepares timesheets for temporary Parks employees and delivers them to Tri-County Personnel in the absence of the Park Superintendent. Prepares timesheets for recreation program employees and delivers them to the Finance Department in the absence of the Recreation Coordinator.



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- **Event Scheduling & Rental Management:** Schedules and implements building rentals, meetings, and park rentals. Processes paperwork and collects fees. Assists after hours at scheduled events, registration sign-ups, and programs.
- **Data Compilation & Reporting:** Prepares complex forms, listings, informational and statistical reports, and other documents by determining required data, gathering information from multiple sources, and verifying accuracy.
- **Customer Service:** Receives and responds to complaints, concerns, and inquiries by disseminating routine or confidential information requiring discretionary judgment and knowledge of departmental policies. Refers issues to the appropriate party and ensures resolution follow-up.
- **Budget Assistance:** Assists in gathering information from previous budgets, reviews the operating budget with the Parks and Recreation Director, and provides feedback as appropriate.
- **Cemetery & Festival Support:** Oversees and directs all inquiries pertaining to the Milford cemetery. Assists in vendor registration and assignment for festivals.
- **Other Duties:** 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

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

### Abilities

- Maintains complex office records and to prepares reports from such records.
- Exercises independent judgment in accordance with established policies and practices.
- Interacts with public.
- Deals tactfully and courteously with the public and with fellow employees.
- Edits, proofreads, and meets 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 position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Director:

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