



NATRONA COUNTY JOB DESCRIPTION

TITLE: Administrative Assistant	<p align="center">EMPLOYMENT STATUS:</p> <p align="center">AT-WILL EMPLOYEE</p> <p>FLSA Non-exempt / Regular Employee</p> <p>Regular hours worked 40/week</p>
DEPARTMENT: Parks, Recreation, Leisure Services	
SUPERVISOR: Director	
Revised: 2/11/2020 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

SUMMARY:

The Parks, Recreation, and Leisure Services Administrative Assistant performs routine and complex secretarial and administrative assistance duties; oversees and administers day-to-day activities and functions of the Parks, Recreation, and Leisure Services Department Office. This position requires someone who works cooperatively and effectively with the public and other employees in a very busy and sometime stressful office environment. Serves as the primary assistant to the Director. As necessary, the administrative assistant will work at special events/programs possibly outdoors in the parks.

ESSENTIAL FUNCTIONS:

1. Greet and assist office visitors and the public in a prompt and service oriented manner.
2. Answer phone and assist callers.
3. Operate computer; use a variety of software including, but not limited to, Access, Excel, Word; use social media to promote Programs.
4. File correspondence, Program materials, and other documents.
5. Prepare and distribute correspondence, media releases, monthly newsletters, brochures, web and social media updates, and other announcements.
6. Research, order, track and prepare materials as requested by the Director.
7. Coordinate volunteers and other assigned staff.
8. Maintain databases; maintain contact lists and Participant information in a confidential manner.
9. Customer Service activities include, but are not limited to, processing complaints from concerned citizens, receipting various monies and payments, and processing various applications and permits.
10. Primary coordinator of daily revenue from rentals, facility and other amenity reservations, fees, and miscellaneous income as specified by the County Clerk-Treasurer and Director.
11. Responsible for processing petty cash, charge card statements, delinquent account collection, payroll reports, and purchase orders.
12. Record and transcribe Parks Board meeting minutes, and other board meeting minutes and assigned.
13. Cooperates and works with other County Departments.
14. Performs other administrative duties as assigned.



NONESSENTIAL FUNCTIONS:

1. Promote effective communication between departments and public.
2. Maintain calendar for workload, room use, vehicle use, and Programs.
3. Receive and distribute mail and process outgoing mail.
4. Track, order, and store office supplies.
5. Maintain workspace and materials in a professional manner.
6. Identify and refer office maintenance needs and repairs to the Natrona County Building Manager.

WORKING CONDITIONS:

Office within Natrona County Parks, Recreation, and Leisure Services Department works with approximately 9-13 employees and typical office furnishings and equipment; on-site visits to a variety of locations; intermittent busy and loud environment both inside and outside; communication via phone, electronically, and in person; interaction with the public, regular interaction with vendors, and other entities; off-site training.

PHYSICAL & MENTAL DEMANDS:

1. Approximately 80% of the time, remain in a primarily stationary position operating a computer, printer, scanner, telephone, and other office equipment.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Access and move Program materials from storage areas to Program locations which include onsite, offsite, inside, and outside locations.
4. Establish priorities based on tasks and projects assigned by Director.
5. Exchange information and explain policies and procedures of the Parks Department.
6. Implement and maintain electronic and physical filing systems, so other office employees can access Program materials and other Office resources.
7. Meet deadlines; solve problems independently and/or with others to meet deadlines.

EDUCATION AND EXPERIENCE

1. High School Diploma or equivalent required
2. Must be at least 18 years of age.
3. Five years administrative office work; or an equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

1. Administrative Maintenance practices and procedures.
2. Safe work practices
3. Communicate effectively verbally and in writing.
4. Modern office procedures, methods and computer equipment.
5. Follow written and verbal instructions and direction
6. Establish and maintain effective working relationships with those contacted in the course of work.



7. Operating in a courteous, knowledgeable and tactful manner with staff and general public.
8. Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.

Employee Name

Signature

Date