

# City of Bedford

## Department of Parks and Recreation

### Job Description

JOB TITLE: Administrative Assistant (Part-Time)

REPORTS TO: Parks and Recreation Director

#### NATURE OF WORK

Under the direction of the Parks and Recreation Director and the Assistant Parks and Recreation Director, the part-time duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

#### QUALIFICATIONS

- Proven experience as an office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment; i.e. printers and fax machines
- Proficiency in MS Office (MS Word, MS Excel, and MS PowerPoint in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills with the ability to multi-task
- At least 3 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

#### TOP SKILLS & PROFICIENCIES:

- Customer Service
- Professionalism
- Verbal Communication
- Problem Solving
- Office Administration Procedures

- Attention to Detail
- Accuracy
- Multitask
- Telephone Skills
- Teamwork
- Discretion and Judgment

## **GENERAL RESPONSIBILITIES**

- Customer Service
  - Cover the reception desk
  - Greet and provide general support to participants and visitors including taking registrations for programs and events
  - Provide information by answering questions and requests
  - Answer and direct phone calls
  - Reply to email, telephone or face to face enquiries
- Requisitions, Purchase Orders, and Invoices
  - Submit requisition requests
  - Organize and track purchase orders
  - Organize and submit invoices for payment in a timely manner
  - Submit and reconcile expense reports
- Aide in the rental and reservation process and procedures of all parks and recreation facilities
- Aide in part-time/seasonal paperwork
  - Establish and organize employee files and paperwork; i.e. on-slips, hire letters, employee agreements, work permits, etc.
  - Payroll
- Assist with the design, coordination, and distribution of materials that support the department's marketing plan; including but not limited to, brochures, newsletters, flyers, postcards, social media, etc.
- Special events – aide in the organization, implementation, and coverage of special events
- Organize and schedule meetings and appointments
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports; may include participation numbers, revenue, expenditures, program notes and ideas, etc.
- Develop and maintain a filing system
- Maintain computer and manual filing systems
- Develop, update, and maintain office policies and procedures to make them more efficient
- Order and maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies and research deals and suppliers
- Maintain contact lists
- Book travel arrangements

- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Carry out duties such as filing, typing, copying, binding, scanning etc.
- Handle sensitive information in a confidential manner
- Receive, sort and distribute the mail
- Work as a committed team member with all staff in promoting and exemplifying the mission, goals, principles and philosophies of the department to the community
- Ability to appropriately and successfully represent the City and the Parks and Recreation Department
- Communicates relevant information to other City departments
- Assists other departments as needed
- Other duties and responsibilities as assigned by the Director and/or Assistant Director