



**Position Title: CLERK**  
**Department: Parks, Recreation & Cultural Arts**  
**Location: Parks Maintenance Center**

**Employment Status:** Full-Time  
**Reports To:** Parks Superintendent

**FLSA Status:** Eligible  
**Approved:** 01/12/2022

**GENERAL STATEMENT OF DUTIES:**

Facilitates general office and receptionist duties for the Parks Maintenance Center. Maintains shelter/field reservations and related recordkeeping. Greets and services the general public utilizing the facility. Performs related and other special projects as assigned. Accepts and keeps records of payments in RecTrac and MainTrac program. Aides the Parks Managers and Full-Time Parks Service Staff. This position reports to the Parks Superintendent.

Must be self-motivated, willing to seek out answers, good with follow through and responsible for office organizational procedures. Projects pleasant and efficient characteristics and works well with others.

**EXAMPLES OF WORK: (Illustrative Only)**

- Maintains and coordinates all Beavertown Cemetery burials and records;
- Coordinates preparation of headstone foundations and veteran plaques;
- Coordinates all special events in the Kettering Parks for the Parks office;
- Coordinates the process for the hiring of the seasonal groundskeepers and processing of paperwork with Human Resources;
- Assist with hiring plan for seasonal groundskeepers (ie, flyers, job fairs, letter to previous groundskeepers);
- Coordinates all youth sport groups meetings and maintains the sports field use agreements and insurance; Works closely with the Field Scheduler;
- Coordinates meetings, calendars, etc. for Parks Managers & Parks Superintendent;
- Maintains sign-in sheets, takes and types meeting notes for all Parks meetings;
- Promotes and initiates frequent communication with other Kettering recreation facilities;
- Organizes and facilitates daily office procedures, shelter/field reservations, Citizen Tree Program, Living Tree Program, Tree & Brush Chipping Program and other duties;
- Prepares all purchase requisitions, blanket purchase orders, express purchase orders (EPO), invoices and assists with preparing the budget for Finance Department and Division Manager of Business Services;
- Updates the [www.playkettering.org](http://www.playkettering.org) website pages pertaining to the Parks Division and Activity Guide on a quarterly basis;
- Sends out Parks messages on Facebook, Reach and ball diamond rain out number as needed;
- Prepares and provides Parks Inspection Forms to the Parks Managers & Full Time Parks Service and makes requests to Facilities as needed;
- Coordinates the Kennedy Splash Pad registrations during the summer months;
- Becomes aware and reports any problems or changes involving office procedures to the Parks Superintendent;

- Monitors office supply inventory and orders office supplies;
- Reports directly to and works closely with the Parks Superintendent and Parks Managers;
- Maintains payroll data and files in OneSolution;
- Maintains office equipment and phone services;
- Assists in the development of goals and objectives for facility, office and park operations;
- Issues and processes refunds and Household Credits where approved; Presents enthusiastic and pleasant attitude while on duty;
- Must be able to establish and maintain effective working relationships with City staff members, volunteers and the general public.
- Regular and predictable on-site attendance required
- Performs all other assigned duties requested by the Parks Superintendent.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

General office experience required. A high school education or its equivalent is required. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must have knowledge and expertise with computers. A thorough understanding of the programs and activities offered is necessary. Ability to work well with others and project a positive image to the public. Must have good knowledge of office clerical practices, procedures and filing systems, and good computer, word processing and data entry skills. Must have excellent oral and written communication skills, with the ability to work and communicate effectively with staff, City officials and the general public. Applicants should have at least a high school graduate-level of ability in English, grammar and business math. Accuracy in all work is important.

**PREFERRED EXPERIENCE AND TRAINING:**

Proficiency in using Microsoft Word, Excel, Access and other related software programs is desirable.

Job Description Approved by: \_\_\_\_\_

*M. Beth O'Neil*

Date: \_\_\_\_\_

*1/12/22*