

Administrative Assistant - Leisure Services

Salary: \$52,309.00 Annually

TO APPLY: Please visit the City of Clive Career Website <https://www.cityofclive.com/> or this direct link: <https://www.governmentjobs.com/careers/cityofclive/jobs/4456019/administrative-assistant-leisure-services>



FLSA CLASSIFICATION Non-exempt

FACILITY AND WORK AREA City of Clive Office Buildings

JOB SUMMARY

Under general limited supervision of a department director or their designee, performs a wide variety of administrative, technical office, and clerical duties. Work requires coordination and implementation of assigned activities and special projects, semi-independent judgment, problem-solving, and the ability to establish and maintain effective working relationships both external and internal to the City organization. The job entails receptionist duties, billing, word processing, spreadsheet, database work, and other general clerical duties. Performs other duties as required.

JOB FUNCTIONS

Examples of Essential Job Functions

- Performs receptionist duties providing information and assistance to persons calling or entering the office.
- Performs data entry, word processing, proofreading, filing, and other clerical duties as directed; reviews information for completeness enters information and prepares reports.
- Instruct residents moving into or within the city of procedures necessary to obtain various services; communicates necessary service order instructions to the appropriate department.
- Receives funds paid for services and maintains records of same.
- Maintains adequate office supplies in accordance with the purchasing policy.
- Performs duties pertaining to confidential data and information.
- Organizes and maintains filing systems in electronic and paper format; maintains records related to a specific area of assignment.
- Compiles information into monthly and annual statistical and other reports.
- Assists in locating information for supervisors, department directors, other employees, consultants, and the public as necessary.
- Makes copies of and prepares newsletters, drafts of letters, memorandums, presentations, press releases, resolutions, ordinances, contracts, requests for proposals, administrative policies, forms, and contracts as assigned.
- Assists individuals in the office waiting for interviews, appointments, information, licenses, permits, and notarization; provides direct assistance or directs inquiries to the correct department or person.
- Regular attendance is essential for this position.

Other Job Functions

- Assists other City departments as directed.
- Makes phone calls and inquiries for information from various sources.
- Reserves meeting location and prepares necessary setup.
- Performs other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities

Sitting, Kneeling, Reaching, Fingering, Talking, Hearing, Repetitive Motions.

Physical Characteristics of the Job

Light work exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

Environmental Conditions

The work is performed primarily in an office environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure and at times irregular work hours; may occasionally perform outside activities such as running errands, etc.

EQUIPMENT AND MATERIALS USED

Computer hardware and software, computer network, general office equipment, calculator, Code of Iowa, City of Clive Code of Ordinances, telephone, mobile devices, postage machine, fax machine, photocopier, car/light pickup.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities

- Ability to think logically and follow written, verbal, or diagrammatic instructions using several abstract or concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages.
- Ability to make appointments and process mail, ability to compose original correspondence; some knowledge of legal terminology; and substantial contact with people.
- Considerable knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain an effective working relationship with superiors, co-workers, and the public; ability to handle a wide array of social situations.
- Ability to comprehend and implement departmental policies, routines, and standard operating procedures;

ability to address issues involving confidential information.

- Knowledge of the municipal organization, its functions, and the relationships within the municipal government and with other levels of government.
- Ability to organize and prioritize schedules and expedite assignments in a timely fashion.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies, and training.

Education Training and Experience

Required Education

Graduation from High School or equivalent G.E.D.

Preferred Education

Associate's degree majoring in business, public administration, office management, or another related field.

Preferred Experience

At least five years of related clerical or general office experience.

Required Special Qualifications

- Shall be bondable.
- Possess or be able to obtain a valid Iowa driver's License and have a good driving record for the past three years.
- Shall be available for off-hour emergencies and/or work assignments.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

APPENDIX TO: Administrative Assistant

DEPARTMENT: Leisure Services

REPORTS TO: Leisure Services Director



Additional Essential Job Functions

Work closely with the Leisure Services Director to ensure smooth overall operation of the Leisure Service Department by undertaking the essential job functions:

- Greet and work with the residents and patrons in person and over the phone.
- Process recreation and library program and league registrations, pool pass purchases and photos, facility reservations, and other customer service needs as requested.
- Data entry into recreation and library programming and facility management software.
- Run reports and process daily receipts for recreation and library program/league registrations, pool pass sales, facility rentals, special park use permit fees, and library receipts including; service desk, copiers, coffee donations, and other revenue.
- Code bills and maintain budget accounting spreadsheet for all library and parks and recreation cost centers.
- Create flyers to promote library and parks and recreation programs, packets for league registrations, and forms to assist with tracking information for reports and inspections.
- Prepare monthly director's and council reports, newsletters, and other brochures as needed.
- Update and maintain library and parks and recreation department web pages, news, and calendar events on the website.
- Act as recording secretary for Parks and Recreation and Public Art Board and Library Board of Trustees.
- Compile packets for *Park, Recreation and Public Art Board* and *Library Board of Trustees* meetings, and post information accordingly (agenda, packet, and minutes).
- Prepare invoices for services and monitor payment, process deposits for rental facility damages/infractions.
- Assist in preparing Clive Connected brochure and proofreading department correspondence.
- Pay the department's quarterly taxes online from revenue reports.