

CITY OF IOWA CITY - Job Description

Job Class #24-01E

FLSA Non-Exempt
Non Civil Service

Identification

Position Title: Administrative Secretary – Parks & Recreation
Department: Parks & Recreation
Division: Administration
Supervisor: Parks & Recreation Director

Job Summary

Performs general and specialized clerical and office management functions for the Parks & Recreation department.

Job Scope

May assist Parks & Recreation Director in departmental budget and monitoring.

Essential Job Duties and Responsibilities

Answers telephone; **takes** messages and **refers** callers to appropriate person.

Maintains records and inventories; and **monitors** use of supplies and equipment; **orders** supplies and materials as necessary.

Maintains time sheets and personnel files; **prepares** payroll change forms.

Processes travel requests and expense reports.

Inputs and **monitors** department budget, **processes** accounts payable and accounts receivable; **assists** with grant applications.

Establishes and **maintains** office filing system and computerized records; **ensures** files are **maintained** in good working order and easily retrievable.

Maintains general policies and procedures, rules, regulations, handbooks and planning documents for departmental access; may include **updating** information on department website.

Receives and **investigates** and/or **refers** questions and complaints from the public and City staff; **researches** information and **responds** to requests for records and other pertinent information; **follows** up with correspondence and phone calls as needed.

Assists in **coordinating** and **implementing** new procedures designed to **improve** office operations.

Manages procurement card for certain department purchases; **prepares** check requests and purchase requisitions.

Operates and **provides** maintenance for a variety of office machines and equipment.

Manages and **promotes** Farmer's Market, Adopt-A-Park and Community Gardens Programs, **monitors** budget for Farmer's Market.

Hires, trains and **supervises** hourly personnel on a seasonal basis.

Handles special fees and account reconciliation, **handles** many reservations including park shelters and Riverside Festival Stage; **reviews** and **forwards** all special use permits.

Takes and transcribe minutes for Parks & Recreation Commission and Foundation, **provides** public notice for public meetings.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

One year of college or technical school from an educational institution accredited by a DOE recognized accreditation body or one year of related experience in the areas of office management, computer operations, writing, legal issues and/or public relations required. Must pass criminal background check.

Preferred Education, Experience and Certification

Four years experience in the clerical field with experience in computer operations preferred. Valid driver's license with satisfactory driving record preferred. Must be 18 years of age per Iowa Code 92.8. AED certification preferred.

Knowledge, Skills, and Abilities

Knowledge of computer software and hardware systems and general records maintenance. Knowledge of general office policies and procedures. Ability to read and interpret laws, ordinances and reports. Ability to complete a variety of written reports. Ability to take and transcribe minutes. Ability to maintain confidentiality.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.