

#15/m. - #24/m.

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

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**POSITION TITLE:** Administrative Assistant  
**CLASS TITLE:**

**DEPARTMENT:** Park Department  
**REPORTS TO:** Park Director

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**EMPLOYMENT STATUS:** Full-Time

**F.L.S.A.:**

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**JOB RESPONSIBILITIES:**

Answer telephone; take messages; work with the public; staff Park Office during business hours; perform general cleaning duties; assist with pavilion and; update Park website; assist with advertising and fundraising; and take money.

**ESSENTIAL FUNCTIONS:**

Answer telephone; greet public and answer questions; work with Program Supervisor on advertising for park activities, fundraising events for the Park and Park programs; assist with scheduling and recording pavilion rentals; update Park website on a regular basis; take money from paying customers for all Park programs; type correspondence; copy and file materials.

Clean Park Office on a regular basis.

Attend meetings as required.

Organize practice schedules for all baseball and softball fields.

Demonstrate regular and predictable attendance.

Rental and/or Recreational Facility Management: Schedule pavilion facility for renters as well as baseball fields and softball fields. Report maintenance and repair problems.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties when required.

Works closely with the Program Supervisor and Maintenance Supervisor

**POSITIONS SUPERVISED:**

None.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

(\*indicates developed after employment)

**Knowledge of:** data processing techniques and procedures; office practices and procedures; English grammar and spelling; office equipment operation; telephone procedures; and department policies and procedures\*; general cleaning procedures and cleaning materials.

**Skill in:** typing; computers; and oral and written communications.

**Ability to:** carry out simple instructions; deal with problems involving few variables within familiar context; perform basic addition and subtraction; copy and record figures accurately; and recognize grammatical and spelling errors; complete routine forms; arrange items in numerical or alphabetical order; maintain records according to established procedures; develop and maintain effective working relationships; relate well with the public; total receipts; be bonded; perform instructions on cleaning equipment and materials.

**EQUIPMENT OPERATED:**

Telephone, computer, printer, fax machine, copy machine and adding machine; familiar with registration software.

**WORKING CONDITIONS:**

Works in an office environment. Must be able to lift 20-50 lbs.

**QUALIFICATIONS:**

Any combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities to perform the work of this position. An example of a qualified candidate is one who has training or experience in typing, bookkeeping, computers, and office procedures.

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**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Driver's License.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head, or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date