

York County Job Description

Job Title: Administrative Support I

Revision Date: October 2016

Full time X Part time

Hours of Work: 8:30 a.m. – 4:30 p.m.

Hours per week: 40

Shift: first

Department No: 74

Department Name: Parks and Recreation

Reports to (title only): Administrative Assistant I

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

Provide pleasant, timely and effective customer service and administrative/clerical support for the Department of Parks and Recreation. Responsible to maintain reservation system, office operations and purchasing/accounting for the department.

ESSENTIAL REQUIREMENTS

Must possess a high school diploma or GED with three years related administrative experience. Knowledge of computers with the ability to work in Word, Excel, Access and Publisher. References are required.

Job Title:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide and maintain customer service in a professional, pleasant manner by telephone and in person.
2. Receive incoming telephone calls and visitors. Relay calls to appropriate staff or handle questions, program registrations, concerns and complaints following park policies and procedures.
3. Responsible for park facility reservations through online system including data input, monitoring and report printing.
4. Responsible for recording and handling deposits and credit card transactions and addressing related problems.
5. Responsible for processing requisitions, purchase orders, invoices and filing for accuracy and compliance with the County of York's policies and procedures.
6. Assist with the design and production of park literature including brochures, posters, newsletters and annual reports.
7. Assist with changes and updates to parks website, Facebook and twitter accounts.
8. Oversee accounts receivable including rental properties, leases, and easements. Follow up with Director on delinquent accounts.
9. Input data and monitor budgetary spreadsheets and recordkeeping. Prepare reports as needed.
10. Assist with administrative support for park management staff. Maintain and provide information in confidential manner.
11. Provide administrative support in the absence of the Administrative Assistant including the handling of confidential matters
12. Provide administrative support in the absence of the County Fleet Administrator including the handling of confidential matters.
13. Maintain departmental filing system, office supplies and inventory.
14. Open, date and circulate U.S. and interoffice mail on a daily basis; prepare interoffice and outgoing mail, responsible for the preparation and mailing of bulk mail.
15. Provide data entry for volunteer and membership database.
16. Promote an efficient and professional office environment.
17. Oversee reception area and literature.
18. Maintain operations and procedural manuals.
19. Participate in special projects and staff meetings on an as needed basis.
20. Possess a valid PA driver's license
21. Perform miscellaneous job-related duties as assigned.

Job Title:

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
 Understanding of Verbal Instructions Only Required
 Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
 Basic Verbal Communication Skills Necessary
 Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
 Recognition of Signs/Symbols
 Simple Reading
 No Reading Skills Required

4. Hearing

- Ability to Hear Required
 Limited Hearing
 Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
 Limited Vision
 Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
 Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
 Simple Counting Skills
 No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
 Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
 Building Only
 Work Area
 Room Only

9. Mobility Skills

- Mobility Within the Building
 Mobility Within a Four-Block Radius
 Driving Required

10. Sitting

- 75% - 100%
 50% - 75%
 25% - 50%

Job Title:

Less than 25%

11. Standing

75% - 100%

50% - 75%

25% - 50%

X Less than 25%

12. Bending

X Knees and Waist

Waist Only

Knees Only

No Bending Required

13. Lifting

Greater than 30 lbs.

X 10 - 30 lbs.

Less than 10 lbs.

No Lifting Required

14. Reaching

Greater than 6 Feet

X 2 - 6 Feet

Less than 2 Feet

Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.