

JOB DESCRIPTION



P/T ADMINISTRATIVE ASSISTANT IV

THE POSITION

Under direction of the Recreation Supervisor in Oak Park, assists in the operation of the District reception area, including receptionist and clerical responsibilities, class and program registrations, and related duties as assigned. This is a people-oriented position for a person with excellent communication skills who can work as an integral part of a team providing recreation and park services to the community.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to: Considerable public contact, including greeting and directing the public, providing information and answering a variety of inquiries; problem solving; answering District telephone; accepting registrations and fees for classes and programs using a computerized system; opening and sorting mail; operating computer and other office machines; working closely with the Recreation staff and assisting with typing, stocking and dissemination of printed materials and multi-task in a sometimes fast-paced environment. The position may perform other related work as assigned, such as assisting with special events.

EMPLOYMENT STANDARDS

Requires a combination of education and experience equivalent to graduation from high school and one (1) year of general clerical, administrative and typing experience with emphasis on public contact. Requires a basic working knowledge of administrative and clerical office procedures and standard office equipment, and proficiency in the use of computer and computer software. Experience using Word, Excel, Outlook and Publisher, and a typing speed of 50+ wpm with accuracy are desired. A valid California driver's license with good driving record is required. Position requires the ability to organize work, produce finished products that are accurate and professional, prioritize and meet deadlines, exercise good judgment in interpreting instructions and executing responsibilities, adapt to change in assignments and interruptions, communicate effectively, and maintain professional, constructive and cooperative working relationships with vendors, the public and co-workers.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require sitting 70% of the time or more; frequent lifting, carrying and occasional pushing/pulling loads up to 20 pounds; some bending and climbing stairs; occasional kneeling/squatting, reaching overhead/stretching. Position requires the operation of a computer and other general office equipment.