



CLASSIFICATION	7
RANGE	\$35,360 - \$53,040
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO
WORK LOCATION	ON-SITE

Parks & Recreation Administrative Assistant

Job Summary:

The Parks and Recreation Administrative Assistant performs a variety of administrative, clerical and general office tasks for Botetourt County's Parks and Recreation Department.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of Botetourt County
- Responsible for daily administrative functions, such as: answering the telephone; typing; scheduling appointments; processing mail; greeting visitors; maintaining computer files; preparing and organizing correspondence, messages handouts and forms; managing projects from start to finish; vendor management; and ordering supplies.
- Performs administrative duties for Parks and Recreation sponsored events, such as BOCO Wild, Movies in the Park, senior socials, Bingo, and more.
- Responsible for overseeing the general care, maintenance and operation of office machines, vehicles, and equipment.
- Disseminates Parks and Recreation Department information to the public and responds to inquiries.
- Responsible for processing Parks and Recreation departmental bills and invoices.
- Manages the Recreation Incentive Fund from applications to execution to reimbursement.
- Coordinates administrative details of youth sports programs including registration, coaches trainings, fees.
- Coordinates administrative details for the Senior Van Program, such as scheduling riders, updating logs, and sending mail to riders.
- Responsible for receiving and processing Parks and Recreation related activity/rental fees and submitting them to the County Treasurer's Office.
- Oversees facility use rentals which includes maintaining the facility calendar, assisting the public with rental inquiries, and communicating rental schedules with the Maintenance department.
- Serves as the Secretary to the Parks and Recreation Commission, attending meetings, preparing agendas, and advertising scheduled meetings.
- Represent the Parks and Recreation department by attending occasional council meetings and hosting informational booths at public events.
- Manages department e-mail and social media inboxes.
- In coordination with the Director, serves as Parks and Recreation Department webmaster.
- Performs other related duties as assigned.

Job Requirements:

- High School Diploma or GED equivalent required. Supplemental college course work related to position preferred.
- Two years clerical or secretarial experience desired.

- Excellent verbal and written communication skills for positively interacting with the public and County staff.
- Detail oriented, customer service orientation and excellent interpersonal skills.
- Proficiency with Microsoft Office Suite, personal computers and general office equipment and machines. Must possess good working knowledge of office procedures, methods, equipment and software applications including remote communications and telework.
- Aptitude for learning and utilizing computer software programs.
- Maintain confidentiality while working with highly sensitive information.
- Time management skills to effectively and efficiently meet required deadlines.
- Organized with the ability to establish and maintain files and records.

Physical Demands/Special Work Environment:

- Constantly operates a computer, other office equipment. These tasks involve movement such as picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Workers must be able to remain at workstation in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with colleagues, County staff, general public and other organizations who need information on recreation-related activities. Must be able to exchange accurate information in these situations.

Reports to: Director of Recreation

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date