

Town of Wolfeboro, NH

**POSITION: Administrative Assistant
Full-time**

DEPARTMENT: Parks and Recreation

GENERAL SUMMARY

Under supervision of the Director of Parks and Recreation, provides positive customer service to the public and administrative support to the Department. The position is year round full-time, 40 hours/week with benefit package. Hours are typically Monday-Friday 8:00am-5:00pm October-March and Monday-Friday 7:30am-4:30pm April-September. This is a Union position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides customer service to callers and walk-ins; provides information, takes program registration and/or takes messages, check-in patrons at facilities.

Assists with management of online program registration software.

Processes program registrations, sets up coaches notebooks, prepares program certificates, makes phone calls and performs other program support duties.

Bills, sets up payment plans and collects money for program registrations.

Assists Director with deposits for Finance Department.

Maintains department paper filing system, online filling system, and mailing lists.

Prepares miscellaneous correspondence, schedules, flyers and the like.

Assists with public service announcements, department social media accounts, and marketing.

Processes payroll and accounts payable for the department, processes staff hiring paperwork, and coordinates potential staffing interviews.

Assists Director with budget preparation by compiling necessary revenue, salary and purchase statistics.

Assists in publishing department brochure, preparation of staff agendas, preparing team rosters, monthly report completion, weekly facility schedules, and the like.

Maintains inventory of department supplies; assists orders supplies, and assists with ordering concessions.

Performs various office support tasks such as typing, filing, collating and the like.

Assists with providing leadership and facilitation of recreation programs as needed.

Assists with special events.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma/GED supplemented with courses and/or training in secretarial studies, business or a related field and six months experience in an office setting. An equivalent combination of education and experience may be considered.

Knowledge, Skills and Abilities

Duties require working knowledge of modern office procedures, practices and methods, computer systems and billing procedures. Ability to establish and maintain effective working relationships with other employees and the general public is essential. Customer service skills are required. Attention to detail and accuracy are essential. Fluency in Microsoft Word and Excel, Google Apps required.

SUPERVISION EXERCISED

None.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Computers, software, calculator, fax and other general office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk, see, or hear. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved By: _____

Date: _____

To apply, please submit resume and cover letter to:
Christine Collins, Director, Parks and Recreation, parksdirector@wolfeboronh.us
or PO Box 629, Wolfeboro, NH 03894.