

City Of Tupelo Vacancy Announcement External Applicants

Position: Administrative Assistant II

Department: Parks and Recreation/Aquatics

Shift: 8-Hour Shift with evenings/
weekends and some holidays

Salary:

Posted Date: 11/03/2016

Closing Date: 11/28/2016

Duties: See Attached Job Description

Qualifications: See Attached Job Description



Equal Opportunity Employer

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City of Tupelo
Job Description

JOB TITLE: Aquatic Center Administrative Assistant II

Exempt (Y/N): No
Location: Aquatic Center
Supervisor: Aquatic Director
Salary Level/Range:

Shift: Eight Hours with evening/weekend
work with some Holiday
Department: Parks and Recreation – Aquatic Center
DATE: July, 24, 2015

SUMMARY: As Administrative Assistant to the Director of the Aquatic facility, the candidate will be responsible for overseeing day to day operations of the center. The person must be customer service oriented with the ability to think quickly with a can do approach to help solve any issues that may arise. The candidate must have the ability to communicate clearly and accurately both orally and in writing. The ideal candidate should be able to use a multi-line phone system and all other office related equipment. The ideal candidate should have a strong background with Microsoft Office applications. With this being a front desk position the candidate, will be expected to maintain a pleasant demeanor with the patrons at all times and have the ability to work with everyone that comes into the center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assist Aquatic Director with registration, scheduling and coordination of all center programs.

Perform secretarial duties as assigned by Director which may include typing center communication memos, recording minutes at designated meetings, updating information on the department website and updating all social media sites for the center.

Perform payroll functions for all Aquatic Center employees which include maintaining and approving hours in the electronic timekeeping system while maintaining monthly and annual budgetary goals. In addition, the candidate must maintain all the proper documentation as required for both internal and external audit purposes.

Responsible for daily cash receipts and reconciliation of all cash transactions on a daily basis while maintaining all the proper records for audit purposes.

Order all maintenance and daily operating supplies for the center utilizing the purchasing laws of the state and maintain budgetary goals.

Responsible for maintaining and tracking Fixed Asset inventory which includes yearly asset audit requirements, asset additions and removals as outlined in the City's Fixed Asset policy.

Enter and track all aquatic participants into the Motion Soft computer program.

Administrative Assistant is responsible for all other duties as assigned by Aquatic Director and may also be asked to perform other functions by the Parks & Recreation Department Head.

Perform other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations which do not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A high school diploma and two years of experience in administrative/secretarial/office duties may be accepted at the discretion of the Aquatics Director. Related education and related experience may be substituted on an equal basis.

Certificates, Licenses, Registrations: Must possess valid Mississippi driver's license. All non-U.S. citizens must provide appropriate immigration documents.

Computer Skills: Must thoroughly understand and be able to use advanced computer program skills to include the Microsoft Office Suite, word processing, spread sheets, presentation, and inventory control programs.

Language Skills: Ability to understand, give, and follow oral and written instructions; read, analyze, and interpret correspondence, reports, and other general and specialized data; respond to citizen queries; research and prepare reports and correspondence; communicate effectively with peers, supervisors, and citizens in person, by phone, and in writing; take and transcribe minutes; must be able to draft correspondence using appropriate business writing style.

Mathematical Skills: Ability to perform mathematical calculations including percentage; fractions, discounts, interest, and commissions. Understand and apply basic accounting principles and practices.

Reasoning Ability: Apply principles of logical thinking to define and solve problems or refer problems to appropriate supervisor; exercise judgment and discretion with regard to city and department policies and procedures; work with limited supervision. Ability to maintain confidentiality of information accumulated in the course of employment.

Office Skills: Ability to operate modern office equipment including calculator, fax, copier, computer, typewriter and video projector.

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 which do not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to use hands to finger, handle, or feel objects and controls of office equipment. Employee must occasionally lift and/or move up to 30 pounds. Individual would need to maintain effective audio-visual discrimination and perception needed for: making observations, reading, writing and communicating with others.

Performing the job duties would require a physical condition appropriate to the performance of assigned duties and responsibilities, which may include: walking, standing, or sitting for extended periods of time.

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.

While performing the duties of this job, the employee regularly works around in an inside office environment; however, the employee will be required to be outdoors when commuting between City departments or during required errands for the City.