

**Miami County Park District  
Job Description**

**Job Title:** Administrative Assistant  
**FLSA Status:** Non-Exempt  
**Position Type:** Full / Seasonal or Part Time Year Round  
**Division:** Administrative  
**Reports To:** Designated Representative  
**Written:** 04-19-01  
**Revised:** 01-02-07

**SUMMARY**

This person will be performing clerical duties requiring advanced clerical skills. Has access to confidential/sensitive data and must maintain private confidential/sensitive information. This person must be able to type correspondence, agendas, reports, forms, envelopes, invoices, purchase orders, advertisements and other documents. Will be answering phones and meeting the general public. Individual will be working as subordinate to one or more of six supervising personnel, Deputy Director, Operations Director, Development Director, Finance Administrator, Executive Coordinator and Environmental Education Director.

The individual selected for this position must have a very positive/helpful and honest attitude and be able to display this attitude in daily dealings with the public, all staff and the Park Commission. Providing individuals and organizations with information that is important to the Park District in developing positive relations and assistance from the public whenever possible.

**WORKING HOURS**

This is a position that is full time/seasonal or year round. In the performance of this position, there is no set hours or days. The employee must be willing to work irregular hours, weekends, holidays and extended hours as required to perform the duties set forth in this position. The employee is eligible for those benefits as outlined in the Employee Rules and Regulations Manual for the position

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following represents some of the responsibilities, attitudes and requirements but is not limited to just these.*

- Individual must exhibit strong ability to perform specific and at times complex tasks and possess strong time management skills in order to ensure timely completion of tasks.
- Individual must be able to do tasks independently of direct supervision.
- Must be able to ensure accurate reporting and documentation.
- Must have a positive public attitude, excellent communication and telephone skills. These skills are necessary in order to greet public.
- Organize and coordinate all special uses permits.
- Nurture positive relationships with staff and volunteers through enthusiastic, energetic support of the park initiatives.
- Coordinate logistics for meetings and assist in scheduling for specific appointments.
- Files documents, distributes materials, mails bulk mailings and general correspondence, copies documents, etc.
- Experience and knowledge in operating computers, copy machines, adding machines and other office equipment. Must have working knowledge/understanding of Windows /Microsoft Office.
- Position may require attendance at regular and special Park Commission meetings, public hearings and other meetings that may be scheduled during regular working hours, evenings, weekends and holidays. Individual will be responsible for taking specific and comprehensive minutes of meetings and provide completed meeting minutes.
- Individual is to have an excellent working knowledge of the English language and helpful and polite telephone communications.

## **QUALIFICATIONS**

Must have a high school diploma or equivalent and prefer a two-year degree in the area of secretarial sciences. Two years experience in the field with proven skills in computer operations, typing and bookkeeping. Each additional year in the field may be substituted for a degree or certification program. (i.e. four years of experience no degree necessary)

## **EDUCATION REQUIREMENTS AND /OR EXPERIENCE**

Employee shall possess the necessary academic training in the field or related fields that provide qualifications as a secretary. An understanding of ecological relationships and working knowledge of interpretive procedures is a plus.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals and other educational manuals and instructions. Ability to write reports and correspondence. Ability to speak effectively before groups, employees or organizations.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commission, proportions and percentages.

## **REASONING ABILITIES**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **SUPERVISORY RESPONSIBILITIES**

None

## **CERTIFICATES, LICENSEES, REGISTRATIONS**

Must possess a valid Ohio Drivers License with a good driving record, who is insurable with the Miami County Park District and availability of a vehicle to use for work purposes.

## **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 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 frequently is required to stand, walk, sit, use hands to fingers, handle, feel, reach with hands and arms, climb and balance. The employee is required to stoop, kneel and crouch and lift 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **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 will be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed indoor office environment. The noise level in this position may at times be moderate. The employee may be exposed to various viruses, colds, flues, and any other communicable diseases. The employee will be exposed to various office chemical used in this line of work.