

JOB DESCRIPTION

JOB TITLE: Department Secretary, Parks and Recreation Department

POSITION CLASSIFICATION: Department Secretary II (Teamster represented)

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks and Recreation Director

PRINCIPAL PURPOSE OF JOB: Independently performs the duties of managing the department office, with specific areas of responsibility for the department such as the Cemetery and the Community Center. Manages and performs a variety of advanced clerical duties incidental to the operation of the office.

LEVEL OF AUTHORITY: Performs routine and non-routine duties independently with only general direction, according to applicable City ordinances and generally known procedures and practices. Is responsible for thoroughness, competency, and sound judgment, where failure to perform effectively and efficiently could have serious impact on departmental operations, public relations, and the efficient use of resources.

WORK ENVIRONMENT: Work is performed primarily in a fast-paced office setting with frequent interruptions, and at the reception counter of the department with necessity to deal with various members of the public.

ESSENTIAL JOB FUNCTIONS

1. Respond to public inquiries on the telephone and in person, for a great variety of Park and Recreation services and activities. Provide information and assistance to the public in a courteous and sensitive manner. Resolve complaints within scope of information and authority, referring questions to the Director or others as appropriate.
2. Manage all aspects of the Cemetery except maintenance. Areas of responsibility include, arranging services, coordinating with individuals and funeral homes, completing associated paperwork and reporting and following through to make sure all arrangements are carried out as scheduled.
3. Manage all details associated with rental of the Community Center, including scheduling and making arrangements, such as liquor permit, custodial services, and rental of supplies and equipment.
4. Maintain detailed accounting of expenditures, prepare requisitions and purchase orders, verify invoices, and order supplies and equipment.

5. Initiate and complete regularly recurring reports and standard form letters. Maintain cumulative records and make periodic audits as necessary.
6. As directed, serve as recording secretary to Park Board, attending meetings to take and transcribe minutes. Type reports, public notices, and other materials as directed. Establish and maintain filing systems for departmental records.
7. Generate and proofread correspondence and other written materials.
8. Review incoming mail and refer to the appropriate people.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have a minimum of a two-year degree in office technology (or a related field) or the equivalent experience.
2. Must type 60 wpm with accuracy in a setting with many interruptions, transcribe hand-written drafts, or verbal instructions. Desirable to be able to take and transcribe dictation using shorthand or dictating equipment. Computer work requires intermediate to advanced skill level.
3. Must be able to operate a computer and use various software programs for purchasing, word processing, database, and spreadsheets.
4. Must have a sound knowledge and ability in English business correspondence and an ability to proofread the work of self and others with high degree of accuracy.
5. Must have broad knowledge of general office skills and equipment as evidenced by a combination of course work and responsible secretarial experience in a comparable environment.
6. Desirable to have experience in local government and/or in a field comparable to Parks and Recreation.
7. Must be able to quickly acquire knowledge of the Division's purpose, functions and procedures; applicable City procedures and practices.

8. Must be able to perform intermediate-level accounting and mathematical computations with a high degree of accuracy using 10-key calculator.
9. Must be familiar with standard office equipment and able to learn quickly the models in the division.
10. Must have valid Washington State driver's license.
11. Must be able to take and transcribe minutes, of meetings held at various sites within the City.

Physical Capabilities

1. Ability to sit at workstation for extended periods, frequently using a computer with standard video display screen and keyboard.
2. Ability to stand, walk and drive as needed throughout day.
3. Ability to occasionally lift, carry and put away parcels weighing up to 20 pounds.
4. Ability to simultaneously monitor several audible communications devices, such as telephone, fax and radio, throughout day while performing other duties.

Other Capabilities

1. Ability to handle multiple interruptions and adjustments to priorities throughout day.
2. Ability to communicate effectively with diverse audiences, including the public and coworkers. Ability to handle irate individuals and situations, ranging from routine to emergency, calmly and efficiently.
3. Excellent memory and organizational ability, in order to deal with multiple responsibilities and meet deadlines.

Use of Tools and Equipment

Standard office equipment including computer and software, typewriter, multi-line phone system, two-way radio, cellular phone, fax machine, copier, 10-key calculator and dictation equipment.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically

required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

3. Following an offer of employment and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____

SIGNATURE: _____

DATE: _____