CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Parks Administrative Secretary**	**UNION:1937**
		SG:110
CLASS TITLE:	**Administrative Secretary**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks & Recreation**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a variety of secretarial and administrative duties to support the Parks & Recreation Department Administrative, Design and Development, and Recreation Divisions. Provides direct support to the Parks & Recreation Director, senior managers, professional and related technical staff. Work is technical in nature and requires a broad knowledge of City and departmental functions, policies and procedures. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses. Serves as administrative support for various boards and committees.

SUPERVISORY RELATIONSHIPS:

Reports to the Parks Administrative Coordinator. Receives assignments from and maintains close working relationships with the Parks & Recreation Director, senior managers, professional and technical staff. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, City ordinances and codes, and departmental policies.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists with maintaining Director's schedule and correspondence; coordinating conferences; and making travel arrangements, as required.

2. Coordinates submittal of City Council Agenda Bills and maintains accurate schedule of upcoming City Council items.

3. Organizes and supports the work and processes of the Parks & Recreation Department's professional, management and technical staff. Independently conducts major clerical projects, including proofreading, editing, and creating and maintaining spreadsheets, and prepares and posts documents to internal and external websites. Provides assistance to the public and other employees on technical information based on Parks & Recreation policies and procedures.

4. Responds to a variety of inquiries, complaints, and correspondence from the public, other agencies, City staff, and elected officials. Reviews, proofreads and edits documents such as public relations and educational materials, contracts, legal documents and descriptions, grant applications, brochures and correspondence. Composes detailed letters, templates, transmittals and reports independently or with brief direction from professional staff in accordance with established procedures and legal requirements. Provides administrative support in updating comprehensive master plans. Reviews contracts for completeness; utilizing databases, routes for signatures and tracks for final distribution.

5. Serves as clerical and administrative support for various boards and committees including the Parks and Recreation Advisory Board and Greenways Advisory Committee. Prepares public notices, agenda and supporting materials; takes and transcribes minutes from notes or recorded

tapes; prepares and distributes final minutes and reports; maintains files; conducts follow-up assignments as necessary.

6. Schedules appointments for professional, management and technical staff; arranges and coordinates meetings for boards and commissions. Keeps those served informed of itineraries and appointments. Arranges for in-house staff training presented via the Internet (webcasts).

7. Responsible for the security and administration of cash and receipts for the Parks Administration Division, including petty cash. Oversees receiving, receipting and reconciliation of petty cash.

8. Performs various accounting support functions for the Division including coding and approving invoices, processing accounts payable, accounts receivable, reconciling vendor accounts, initiating and adjusting journal entries and creating invoices.

9. Coordinates and implements records management for the Division including data entry/retrieval, maintenance of office file systems and forms. Processes project service requests; maintains departmental project index. Oversees retention of department files for projects during the one-year maintenance period, including preparation of records for archives, tracking record locations and eventual transmittal to the repository or Records Center according to Local Government Common Records Retention Schedule. Maintains computerized recordkeeping system.

10. Serves as custodian for purchasing cards and is responsible for monthly reconciliations ensuring proper backup, coding and approval. Inventories surplus equipment; is Asset Custodian for theft-sensitive resources and equipment.

ADDITIONAL WORK PERFORMED:

1. Provides back-up assistance to the Office Assistant II, including receptionist duties, customer service, answering multi-line phones, responding to inquiries, routing calls and opening and closing the office. Enters program and facility reservation information into computerized software system using established City revenue codes. Acts as cashier. Registers, receives, and enters payments into computerized record keeping system. Provides customer refunds, credits and transfers according to Department Policy. Generates reports as requested. Assists with troubleshooting and resolving reservation software issues. Enters work orders in maintenance management system.

2. Provides back-up assistance for timesheets; receives, reviews, corrects errors and enters timesheets. Generates reports, creates payroll appointments for new hires and employee status changes. Trains staff on electronic timesheet entry and assists with troubleshooting errors.

3. May assist with departmental budget tracking and compilation of data for various reports.

4. Performs other duties within the scope of the job classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
– Thorough knowledge of secretarial and clerical principles and practices.
– Purpose, practices, and policies of the Parks & Recreation Department, including the operational relationships between City departments, other governmental agencies and community groups and agencies.

– Government office procedures and policies.
- Knowledge of parliamentary procedures, rules governing public meetings and public disclosure guidelines.
- Basic math including the ability to add, subtract, multiply and divide accurately.

Skill in:
- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Strong customer service and communication skills to work with a variety of citizens and personnel using tact, courtesy and good judgment.
- Strong skills in organization and planning, problem analysis, decision making, adaptability, and flexibility.
- Strong literacy skills including reading, writing, knowledge of standard and business English usage, punctuation, spelling, grammar, and formatting.
- Use of computerized information systems, word processing, spreadsheet, database, computerized recordkeeping and file management applications including Microsoft Office.
- Transcription of spoken/dictated/taped material and preparation of summary meeting minutes.
- Creating, maintaining and working with files and manual and computerized recordkeeping systems.

Ability to:
- Work independently to carry out the responsibilities of the position.
- Ability and willingness to learn new computer applications.
- Operate a 10-key calculator with accuracy
- Perform as a lead worker and prioritize, delegate and review work assignments of office assistant(s), including ability to give written and oral instructions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office environment and includes a normal range of noise and frequent distractions with very low risks working around standard office equipment. Work involves sitting and working in front of a computer terminal for extended periods of time. Occasional evening work may be required due to attendance at various board and/or committee meetings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three (3) years recent administrative or secretarial experience.
- One year post-secondary vocational or college training.
- Bookkeeping experience and/or training.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized recordkeeping and file management applications including Microsoft Office required.
- Keyboarding at 60 wpm. NET required.

- Municipal or other government experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a Washington State Adult/Child Abuse records check, criminal conviction and local background check.
- Ability to work evenings occasionally due to attendance at various board and/or committee meetings.

PREPARED BY:

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03/21

REVIEWED BY: _____
Nicole Oliver
Parks & Recreation Director