

# **RECREATION RECEPTIONIST/SECRETARY I/SITE SUPERVISOR –**

## **Part Time, Hourly**

Clinton City Recreation Department, UT

### **GENERAL PURPOSE**

Performs a variety of clerical, secretarial, transcription and administrative duties to help support the functions of the recreation department, its supervisors and other staff members. Provide customer service to the general public and others; answer incoming phone calls; provide assistance to the public and others; coordinate various office functions and services; process data; prepare documents and reports; supervise a community room rental at least one day of the week/weekend; score keep sports games or site supervise programs at a city park or school gymnasium.

### **DUTIES AND RESPONSIBILITIES**

- Provide customer service by answering and directing phone calls to appropriate parties; taking and relaying messages; answering emails; assisting in-person requests and processing payments.
- Act as intermediary between staff and the public.
- Maintain confidential files.
- Compile statistics and information as directed.
- Set up and type reports and similar presentation materials.
- Process registrations, receipts and daily reports.
- Learn answers to routine questions and furnish accurate information to help expedite the department's commitment to customer service.
- Assist the department in planning and preparing a calendar of activities and managing the recreational needs of various groups or categories of participants.
- Order cleaning supplies for the recreation facility.
- Wash items used by the department and rental room participants.
- Ensure the rental room is clean and ready for renters.
- Order office supplies for the work room and other recreation employees.
- Develop a schedule for room rental supervisors and schedule them.
- Perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED**

Work under the direct supervision of the Recreation Director and general supervision of the Recreation Supervisor, Recreation Coordinator, Event Specialist and Recreation Receptionist/Programmer.

### **SUPERVISION EXERCISED**

Provide direct supervision of the Site Supervisors for the rental room program. Provide supervision to Recreation Aides at the parks or gymnasiums

### **MINIMUM QUALIFICATIONS**

- Must be at least 18 years of age or older.
- Must be a high school graduate or equivalent; **AND** one (1) year of related experience in secretarial/clerical support work; completion of a post high school training program in secretarial sciences, office management or closely related area; or an equivalent combination of education and experience is preferred.
- Computer literacy and experience using Microsoft Word, Excel, PowerPoint, and Outlook; Google. Incumbent will be trained how to use other software programs.
- Must be able to type 45 wpm.
- Must possess a valid State of Utah Drivers License.
- Must pass a pre-employment drug test following a conditional offer of employment.

### **CERTIFICATIONS**

None

### **ADDITIONAL QUALIFICATIONS**

*Knowledge, Skills and Abilities*

**Knowledge of** secretarial and office management practices and procedures; business English usage, spelling, grammar, and punctuation; organization, procedures, and operations and functions of the department and other departments throughout the city; city government organization and functions; policies, procedures, rules and regulations; bookkeeping practices and procedures; computers and computer software.

**Skilled in** office management duties; operating a variety of office equipment including computer, copy and fax machine, printer and telephone; composing correspondence; handling multiple projects with interruptions; prioritizing and organizing workload; following complex oral and written instructions, policies and procedures; establishing and maintaining effective working relationships with other staff, department heads and the general public; conflict resolution and communication skills to be able to resolve possible adverse situations.

**Ability to** communicate clearly and concisely, orally and in writing using correct grammar, spelling and punctuation; compile and maintain reports; complete reports and answer questions from reports; read, understand, interpret and explain rules and regulations; coordinate work and other staff members; take initiative; work within a team; establish and maintain effective working relationships with colleagues, various age groups, other organizations and the public in a manner which shows sensitivity, tact and professionalism; work under pressure and be multi-task oriented; maintain and handle confidential information; provide excellent customer service; exhibit patience and empathy when working with the public; learn the methods and techniques of operating recreation programs, special events, team sports management, community and public relations; learn rules and regulations of a variety of sports and recreational activities; carry out operations and techniques used in comprehensive community recreation programs.

## **WORKING CONDITIONS**

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

- Incumbent of the position performs in a typical office setting with appropriate climate controls, periodic exposure to outdoor conditions and weather extremes. The noise level in the work environment is moderately quiet to moderately loud.
- Periodic travel required in normal course of job performance.
- Monday – Friday from 8:00am – 5:00pm, and occasional night, weekend and holiday shifts.
- Position is subject to random drug and alcohol testing.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Tasks require a variety of physical activities, which may involve muscular strain, related to sitting in a seated position for prolonged periods of time, walking, jogging, running, stooping, kneeling, crouching, crawling, lifting, raising arms up and down, driving, standing, climbing, bending, balancing, pushing, pulling, feeling, reaching, lifting 50-75lbs, grasping, twisting above the waist and bending at the waist etc. Communication such as: talking, hearing and seeing is essential to job effectiveness. Common eye, hand and finger dexterity exist. Specific vision requirements for this position include close vision, peripheral vision, depth perception and vision sufficient to read printed materials. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. The employee may work for sustained periods of time maintaining concentration and attention to detail.

## **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass a pre-employment background check following a conditional offer of employment.

## **MOTOR VEHICLE REPORT**

Driving record of successful applicant may be obtained by the City.

## **EDUCATION AND CERTIFICATION REQUIREMENTS**

Successful applicant must submit a copy of above education and certification requirements when requested.

## **VETERAN'S PREFERENCE POINTS**

Applicants **MUST** submit a copy of their DD-214 to the City office during the interview process to be eligible for benefits.

**PAY AND BENEFITS**

This position is Part-Time, Non-Exempt, Hourly, up to 15 hours per week. The Salary Range is class 2, \$12.77-\$20.35 per hour. Incumbents are typically hired at the minimum.

**APPLICATION PROCESS**

Interested parties must submit a cover letter, resume, list of at least three (3) professional references and the employment application, not the Recreation Employment Application. Applications may be obtained online at [www.clintoncity.net](http://www.clintoncity.net) or at the Clinton City Recreation Office, 1651 W. 2300 N., Clinton, UT 84015. Applications, cover letters, resumes and references will be accepted at the Recreation Office, by email to [bmitchell@clintoncity.com](mailto:bmitchell@clintoncity.com) or mailed to the address listed above and must be received in the office by the closing date.

Clinton City Recreation Department  
Brooke Mitchell  
1651 W. 2300 N.  
Clinton, Utah 84015

Effective Date: August 1, 2022

Closing Date: Open until filled