SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Office Coordinator/ Parks & Recreation

Revision Date:	03/06
EEO Function:	Parks & Rec
EEO Category:	Admin. Support
Status:	Non-exempt
Control No:	30605

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks & Recreation Director, handles executive and office correspondence, maintains confidential records, prepares agendas, and performs other related duties.

III. Essential Duties

- Supervise secretarial/ front office staff
- Prepare payroll for Parks Division
- Create and approve purchase orders
- Conduct/ monitor quarterly and yearly evaluations of office staff
- Type office correspondence, memos, and other documents for the Parks & Recreation Department
- Respond to and screen telephone calls and walk-in public
- Assist with budget preparation
- Maintain department personnel and other confidential records.
- Schedule meetings and appointments and prepare agendas for the director and other personnel.
- Handle all paperwork for cemetery and burials.
- Enter participant registrations and team information into the computer.
- Run rosters, labels, player passes for various programs.
- Index and file various documents.
- Makes photocopies for director and staff.
- May handle various, specially assigned administrative activities as designated by the director including facilitating projects, programs, research or report preparation.

IV. Marginal Duties

- May operate City Frequency Radio for contacting field employees.
- Respond to employees concerns and questions.
- Maintain records pertaining to routine office business.
- Assist with ticket sales and scheduling staff to work community events.
- Attend TQM, Supervisory, and Safety Committee meetings.
- Collect payroll information for the Department
  Perform other duties as assigned.

V. Qualifications:

Education: One year of secretarial or business training.

Experience: Four years administrative secretarial or related experience; may substitute additional experience for education.

Probationary Period: A one-year probationary period is a prerequisite to this position.

License: Must possess a valid Utah Driver's License.

Knowledge of: Effective customer service practices; correct English usage, spelling, vocabulary, and arithmetic; WordPerfect, Groupwise, Worr, Excel; clerical and general office practices, procedures, and equipment; office management; basic accounting; City Frequency Radio procedures.

Responsibility for: Supervision of office staff including performance reviews. Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how.

Communication Skills: Frequent citizen, customer, public, and other City department contacts, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Type 65 wpm; regular use of a computer, printer, calculator, telephone, fax machine, and adding machine; frequent use of copy machine, city radio, AS 400 mainframe and department software program (RecWare).

Analytical Ability: Work procedures are established; follow written and verbal instructions; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Work is confined mainly to an office setting; work procedures are established; job requires moderate mental effort; moderate fatigue and mental pressure due to deadlines during an average work day.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.