SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Parks & Recreation Secretary

Revision Date: 04/06
EEO Function: Parks & Rec
EEO Category: Administrative Support
Status: Non-exempt
Control No: 30613, 40613

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

Under general supervision of Parks & Recreation Director & Executive Secretary, types various documents, receives and handles telephone calls and walk-in public, and performs other related clerical duties.

III. Essential Duties

- Answer and direct incoming phone calls and walk-in traffic
- Back up Executive Secretary
- Sort and distribute office mail
- Prepare and receive registration forms for various recreation programs
- Enter participant registrations and team information into the computer
- Type various documents including letters, memos, schedules & flyers.
- Receive incoming City monies for recreation participant fees, room, pavilion & field rentals, etc.
- Maintain accurate records of recreation participant forms and log in appropriate book(s).
- Disperse uniforms and equipment to coaches and parents
- Process parks, fields, and building rental requests and maintain logs.
- May handle various, specifically assigned administrative activities as designated by the director including facilitating projects, programs, research, or report preparation
- Accept customer payments and make receipts

IV Marginal Duties

- Make new files and maintain current filing system.
- Mail out correspondence
- Order office supplies and equipment
- Perform other duties as assigned

V. Qualifications:

**Education**: High School diploma or equivalent; six months clerical or related training.

**Experience**: One year prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute additional experience for required education.

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

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

**Knowledge of**: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; basic parks & recreation practices and policies; Excel, and Wordperfect or similar word processing program.

**Responsibility for**: Responsibility for the distribution of petty cash, stamp money, equipment and

uniforms; great responsibility to make decisions that affect the activities of others.

**Communication Skills**: Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; be able to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs and schedules; constant contact with the public presenting data that may influence important decisions; ability to put hostile and upset people at ease and direct them to the proper person who can assist them.

**Tool, Machine, Equipment, Operation**: Type 45 wpm; requires regular use of a computer (Safari sport software program, Pagemaker, Groupwise, Word perfect, preferred), printer, copier, fax machine, and telephone system frequent use of a typewriter.

**Analytical Ability**: Work procedures are established; prioritize tasks; work well under pressure; exercise discretion and independent judgment when dealing with upset customers or customers who make unusual requests; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Mental effort is required daily; mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.

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