

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Parks Operations Office Assistant</b>	<b>UNION:114</b>
<b>CLASS TITLE:</b>	<b>Office Assistant III</b>	<b>SG:7</b>
<b>DEPARTMENT:</b>	<b>Park and Recreation Department Operations Division</b>	<b>CS:E/P</b> <b>FLSA:Y</b> <b>EEO4CODE:AS</b>

#### **JOB SUMMARY:**

Performs specialized office support activities requiring systems and technical expertise in all areas of office support processes and/or work. These involve organizing the office work systems and structures; assigning, training, reviewing, and evaluating the work of extra labor office assistants, serving as a technical resource to the office and other staff; also accountable for compliance with records and information systems rules and regulations, trouble shooting and problem resolution.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Parks and Recreation Operations Manager. Receives assignments from Operations Manager and other division supervisors. Performs day-to-day work independently under the guidance of City, department and division rules and regulations.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Develops, organizes and establishes computerized and hard copy file systems. Coordinates the file system updating, maintenance and purging. Investigates and troubleshoots filing systems problems and errors. Monitors access to and release of files and records. Designs and creates macros, forms and queries; designs and updates databases and files; creates administrative reports.
2. Prepares from handwritten drafts or verbal instructions a variety of letters, memos, forms and reports using office machines, as required, such as computer, typewriter, calculator, photocopier, and other standard office equipment. Proofs own material to ensure proper layout, arrangement, grammatical composition and inclusion of all pertinent information.
3. Acts as receptionist: answers multi-line phone systems, responds to inquiries or routes calls; receives and directs visitors; receives and distributes mail.
4. Maintains office supply inventory and forms including ordering, preparing necessary paperwork and stocking.
5. Responsible for the inventory, maintenance, and chain of custody for a 500-key system providing access to every Parks area and facility.
6. Records, maintains and updates hardcopy (and software) documentation for Parks Operations: Pesticide Reports, Safety Reports, Project Assignments, Intentional Damage, Arboriculture Reports, Facility Rental Schedule.

7. Coordinates, oversees and tracks seasonal and regular staff paperwork and status in cooperation with Human Resources, Payroll, and Benefits divisions. Collects and reviews time sheets and time documents.
8. Coordinates, oversees and tracks Park Operations' contracts.
9. Responsible for security and administration of cash and receipts, specifically petty cash fund and Parks credit card receipts. Oversees receiving and receipting functions; performs reconciliation of cash and other remuneration.
10. Maintains and updates the memorial donation file. Responsible for vendor communications regarding orders.
11. Monitors and records budget expenditures including processing invoices, purchase orders and reimbursements for payment; processing purchase requisitions; coding and approving invoices for payment, reconciling vendor accounts and initiating adjusting journal entries.
12. Organizes, assigns, trains, reviews and evaluates the work of extra labor clerical support.
13. Working with management staff, organizes the work of the office, identifies systems improvements, including processes, security, computers and other equipment, and supplies.

**ADDITIONAL WORK PERFORMED:**

1. Responsible for maintenance of lost and found items turned in from various City parks.
2. Assists staff with the handling of or provides service in the resolution of special problem situations, whether informational or records, customer service, policy and procedures, or technical/process issues.
3. Performs other duties as assigned within the scope of this classification.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Knowledge of departmental programs, policies and procedures.
- Knowledge of government office procedures and policies.
- Knowledge of office practices, procedures and equipment.
- Knowledge of business English, composition, spelling, punctuation and grammar.
- Knowledge of basic math including the ability to add, subtract, multiply and divide accurately.
- Skill in using computers and related software applications including word processing, spreadsheets, and database programs.
- Skill in organizing and prioritizing work of self and others.
- Skill in problem solving and decision making.
- Skill in writing and laying out various documents, materials, and correspondence.
- Skill in creating, maintaining, and working with files and record keeping systems.
- Skill in reading, understanding, and applying departmental procedures, systems, and policies.
- Ability to establish and maintain manual and computerized filing and record keeping systems.
- Good oral communications skills to explain policies and procedures and to deal with other employees, agencies and the general public using courtesy, tact and good judgement.

- Ability to operate standard office equipment such as typewriter, computer, calculator and photocopier.
- Ability to read, understand, apply and explain City/department/divisional policies and procedures.
- Ability to work independently, organizing work with a minimum of supervision.
- Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an atmosphere of frequent interruptions.
- Physical ability to perform required tasks.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

**WORKING ENVIRONMENT:**

Work is performed in a low risk office setting and may include extensive work at a computer workstation.

**EXPERIENCE AND TRAINING:**

- Three years of progressively responsible clerical experience required or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job.
- Ability to type at 45 wpm required.
- Word processing and computerized record keeping experience preferred.

**PREPARED BY:** Holt Consulting  
7/00

**REVIEWED BY:** \_\_\_\_\_  
Marvin Harris, Acting Director  
Parks and Recreation

**COMMISSION ALLOCATION:** \_\_\_\_\_