

**TOWN OF HAMILTON
POSITION DESCRIPTION**

Position Title: Part-Time (20 hours/week) Recreation Administrative Assistant
Reports To: Hamilton-Wenham Recreation Director
Date: Friday, August 9, 2013

GENERAL SUMMARY:

Under the direction of the Hamilton-Wenham Recreation Director the Administrative Assistant is responsible for the routine clerical duties required in the daily operation of the Recreation Department. Responsibilities also include assisting the Director with recreational programming and marketing.

Union – Administrative Assistant Grade II Collective Bargaining Unit

Salary Range- \$17.91 -\$19.38/hr – including benefits

JOB ENVIRONMENT:

Work is performed under busy office conditions with numerous interruptions during the day from the general public and staff members; work environment is fast paced. Outside work is conducted under varying weather conditions, with exposure to some occupational risk.

ESSENTIAL JOB FUNCTIONS:

- Assists the Director in the publication and marketing of four (4) seasonal program brochures.
- Assists the Director with collecting and entering program registration forms and payments into the Department's recreation software.
- Receives, records, and submits accounts payable to the Finance Department.
- Provides receivables in the form of turnovers to the Treasurer's office.
- Assists the Director in processing payroll for all departmental employees
- Attends and takes minutes of all Recreation Committee meetings.

- Assists the Director in preparing agendas and meeting notices for each Recreation Committee meeting.
- Assists the Director in the ordering of office and program supplies.
- Assists the Director in other functions of the department as needed.

EDUCATION AND EXPERIENCE

- Associates Degree in a related field or equivalent experience.
- Recreation and/or clerical experience preferred.

KNOWLEDGE AND EXPERIENCE

- Thorough working knowledge of office practices and procedures.
- Thorough knowledge of computer software (word, publisher, excel, powerpoint, quicken).
- Strong knowledge of or ability to learn Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.
- Knowledge of or ability to learn Munis Financial Software.
- Ability to communicate both orally and in writing.
- Ability to deal with other department employees and the public.
- Knowledge of the principles and practices of municipal recreation programs and the ability to make practical application of them.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Frequent periods spent in non-office environments and regular periods spent outside requiring some exposure to weather conditions.
- Lifting and carrying of work materials including files.
- Frequent periods spent standing and walking.

WORK SCHEDULE

Tuesday-Friday, 8am-1pm

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.