



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

RECREATION ADMINISTRATIVE ASSISTANT

General Statement of Duties

Under the direct supervision of the Director of Parks and Recreation, the Recreation Administrative Assistant is responsible for the efficient operation of the administrative activities of the Department of Parks and Recreation.

Distinguishing Features of the Class

An employee in this class performs advanced level administrative/clerical activities to assist the Parks & Recreation Director and Department in facilitating administrative procedures relating to the recreation programming, athletics, and the management of facility rentals. The Administrative Assistant shall be committed to the mission, vision and values of the Town and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Administrative Assistant shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility. Work is performed under the supervision of the Parks and Recreation Director and is evaluated through regular project updates, direct observation, citizen comments, and quality/quantity of work produced.

Duties and Responsibilities

Essential Duties and Tasks:

- Performs customer service functions in person, by phone, and by e-mail.
- Provides information or assistance regarding department services, activities, forms, procedures, fees, or other issues.
- Maintains department webpage, social media, and online enrollment (uploads pictures, schedules, brochures, and other events and information).
- Adds upcoming information to calendar, post news and announcements.
- Collects fees and prepares appropriate paperwork to deposit funds with the Town Finance department daily.
- Maintain file system of various files/records; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.
- Processes a variety of documentation associated with department operations within designated timeframes and per established procedures.
- Maintains inventories of supplies, forms, and equipment; ensures availability of adequate supplies to complete work activities; prepares and forwards purchase requisitions for needed materials, equipment, and supplies; receives/distributes incoming supply shipments.

- Communicates with supervisor, Town employees, participants, volunteers, and the public and outside businesses or agencies as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- May attend advisory board meetings; records and/or transcribes meeting minutes; distributes documentation; maintains records.
- Inventories and orders all office supplies.
- Assists in planning of Special Events and attends events as a department representative.
- Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge

- Office equipment and machines, including personal computers.
- Computer experience required with Windows and other Microsoft Office products (Word, Access, Publisher, Excel, Outlook, and PowerPoint).

Skills

- Some office management skills.
- Excellent verbal and written communication skills.
- Meet expectations for quality service and delivery dates with good time management.
- Well -developed interpersonal skills.

Abilities

- Maintain complex office records and to prepare reports from such records.
- Exercise independent judgment in accordance with established policies and practices.
- Interact with public.
- Deal tactfully and courteously with the public and with fellow employees.
- Edit, proofread, and meet standards of quality for reports, forms and other material to be internally and externally distributed.
- Ability to maintain professional and courteous relationships with internal and external customers, vendors and staff.

Physical Requirements:

- Must be able to physically perform basic life functions of fingering, grasping, talking, hearing, repetitive motions including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures and maintain records of fees collected, to read extensively, to operate a computer, and to determine the accuracy, neatness and thoroughness of work assigned.

Desirable Education and Experience:

Graduation from high school and considerable experience in secretarial, clerical, or administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements:

- Possession of a valid North Carolina Driver's License.
- Ability to learn and use program software utilized by the department.

The salary for this position is \$32,609-\$50,514. The hiring range is \$31,222-\$38,366, which is a Grade 9. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.