

Job Description

Human Resource Use Only

Position Number:
Step/Grade - F
Effective Date: 03/2014

POSITION IDENTIFICATION

Position Title: Administrative Support Specialist - Senior Center
Division: Department of Public Infrastructure – Recreation Division
Status: Part-time, 20 hours / Non-Exempt
Normal Workweek: Monday - Friday

SUPERVISORY RELATIONSHIPS

Reports to: Recreation Division Manager
Directly Supervises: Seasonal Staff and Clerical Volunteers

POSITION PURPOSE

This individual performs a wide variety of clerical, organizational, record keeping, minor accounting, typing tasks, money handling and the regular use of office equipment. It is a responsible and varied clerical position requiring the ability to master the procedures and regulations that govern the department. The position demands that the person be able to exercise judgment in the application of prescribed procedures and methods regarding routine as well as atypical matters.

ESSENTIAL DUTIES

- Excellent knowledge of office terminology, procedures and equipment
- Act as a receptionist, answering routine requests for information accurately, and directing callers and visitors as necessary, waits on public at front reception desk
- Ability to type efficiently at 60 words per minute with accuracy
- Must be computer literate in the use of Windows, word processing and spreadsheets and the internet
- Receives payments for program fees, team fees, etc.
- Balance daily accounting and keep accurate records
- Assists in planning and the implementation of programs workshops, tours, and social activities appropriate for the senior population
- Ability to learn department specific computer & software (e.g. Class, Activenet, Springbrook Accounting)
- Prepares payment vouchers, invoices for services, tracks and handles multiple accounts payable and accounts receivable related issues
- Maintain monthly and cumulative records of program attendance and activities as assigned
- Assist in preparing monthly and quarterly reports
- Prepare reports and information as assigned
- Update website as needed
- Assist clerical volunteers
- Keep accurate records of video & puzzle library
- Aid in publicity including the preparation of the monthly newsletter
- Assist in the recruitment, orientation and assignment of new volunteers

- Order office supplies as needed under budget constraints
- Fill in and perform general clerical tasks in other departments when necessary

OTHER DUTIES

- Fill in and perform general clerical tasks in other departments when necessary
- Does other related work as required and assigned by the supervisor

MINIMUM POSITION QUALIFICATIONS

Education: High school diploma or equivalent, supplemented by advanced clerical training is preferred.

Experience: A minimum of three (3) years responsible clerical experience is preferred.

Certifications/Licenses: Must possess valid Wisconsin Driver's License.

Other Requirements: No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

This position requires above average computer skills with knowledge in the application of word processing and spreadsheet programs; Must be able to type a minimum of 60 words per minute with great accuracy; maintain poise and respond in a professional and respectful manner to the public under pressure situations; excellent use of English, spelling and grammar; the ability to read and interpret policy manuals and City ordinances; accurately prepare and issue reports in a clear, consistent and professional manner; and the ability communicate effectively with City Employees, Council Members, and the general public. This position must possess knowledge and aptitude in the use of business arithmetic, including the ability to accurately add, subtract, divide and multiply and understand and correctly apply mathematic concepts. This position must have the ability to apply situational reasoning ability by exercising good judgment, decisiveness and creativity in complex situations; and correctly interpret a variety of instructions in written, oral, diagram or schedule form. Vision abilities include distant and close vision, depth perception and ability to focus.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job the employee is required to coordinate hand, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer, keyboard, computer mouse, telephone, and calculator. The employee may be required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms. Climbing, balancing, stooping, kneeling, crouching or crawling.

Physical Effort: The employee is sometime required to lift and move up to 25 pounds.

Working Conditions: The work environment characteristics described herein are representative of those employee encounters while performing the essential function of this job. The employee is regularly in an office environment with controlled climate conditions. Occasionally the employee may be required to be outdoors for short periods of time, therefore subject to varying weather conditions. Hours may vary according to the needs of the department.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.