Human Resource Use Only	
Position Number:	10014
Step/Grade	F
Effective Date:	02/2018
Revised Date:	03.2026

Job Description

POSITION IDENTIFICATION

Position Title:	Parks & Recreation Administrative Support Specialist-PT
Department:	Parks & Recreation Department
Status:	Part-Time, Non-Exempt
Workweek:	Monday – Friday, 20 hours per week

SUPERVISORY RELATIONSHIPS

Reports to:	Recreation Supervisor
Directly Supervises:	None

POSITION PURPOSE

This position performs a variety of clerical, organizational, record keeping, minor accounting, typing, and money-handling tasks while regularly using office equipment. It is a responsible, clerical role requiring knowledge of departmental procedures and regulations and the ability to exercise sound judgment when performing established processes and occasional atypical situations.

ESSENTIAL DUTIES

- Assist with planning and implementing programs, workshops, tours, and social activities appropriate for all age groups with an emphasis on senior programs.
- Support publicity efforts, including the preparation of the monthly newsletter.
- Maintain program attendance and activity records and prepare reports as assigned.
- Perform daily front-end account balancing
- Process payments via cash-handling or credit card transactions
- Serve as receptionist by, answering inquiries, directing call, and assisting visitors as necessary
- Issue keys as required
- Learn and use department software (e.g. CivicRec, Springbrook, Homebase)
- Assist with updates to website and Facebook pages
- Support seasonal employee and clerical volunteers
- Assist with volunteer recruitment, orientation and assignments
- Coordinate presentations for the senior population
- Prepare invoices for Senior Center special events (sponsors, booths, etc.)

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	High School diploma or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	Three years responsible clerical experience is preferred.
Certifications/Licenses:	Must possess valid Wisconsin Driver's License.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong computer skills, including word processing and spreadsheets

- Typing speed of at least 60 words per minute with high accuracy
- Professional communication and customer service skills
- Excellent written and verbal communication, spelling, and grammar skills
- Ability to read and interpret policy manuals and City ordinances
- Ability to prepare clear, accurate reports
- Effective communication with City staff, Council Members, and the public
- Proficiency in basic business math (addition, subtraction, multiplication, division)
- Ability to exercise sound judgment and problem-solving in varied situations
- Ability to interpret written, oral, diagram, or schedule-based instructions

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing 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 regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with both arms, talk, hear, and see while performing semi-skilled movements such as operation of a computer, keyboard, computer mouse, telephone, and calculator. The employee may be required to climb, balance, stoop, kneel, or crouch. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.
Physical Effort:	The employee is sometimes required to lift and move up to 25 pounds.
Working Conditions:	The employee is regularly in an office environment with controlled climate conditions.

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.