Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

Job Description

POSITION IDENTIFICATION

Position Title:	Parks & Recreation Administrative Assistant
Department:	Parks & Recreation
Status:	Full-Time Non-Exempt
Workweek:	Monday – Friday, evening meetings as required

SUPERVISORY RELATIONSHIPS

Reports to:	Director of Parks & Recreation
Directly Supervises:	None

POSITION PURPOSE

This position manages the permitting and master calendar for special events using City property or equipment, and ensures high service standards for event organizers, the public, and the Mayor's Office. Reporting to the Director of Parks & Recreation, this professional administrative role provides administrative and technical support across multiple divisions. This position requires independent judgment, confidentiality, initiative, and the ability to manage a high volume of detailed, time-sensitive tasks while maintaining positive interactions with the public, staff, and management.

ESSENTIAL DUTIES

- Coordinate and administer special events and fee waiver requests involving City property or equipment, including scheduling, fees, venue coordination, logistics, and stakeholder communication. Maintain the master event calendar and submit monthly reports to the Common Council; recommend policy updates as needed.
- Maintain working knowledge of all parks, rental facilities and equipment.
- Collaborate with Parks & Recreation management and other City departments regarding event operations.
- Manage the reservation system for park facility and equipment rentals, including reservations, refunds, damage charges, paperwork, and key distribution.
- Create and distribute promotional material and press releases, update the website, social media and electronic signs.
- Coordinate the Parks and Recreation Committee meetings, including agendas and supporting documents, minutes, and operation of meeting software and audio/visual equipment.
- Complete required annual reports, applications, and certifications, including Bird City WI, High Flyer, and annual Army material statuses.
- Process payroll of departmental employees for management review and approval.
- Administer the Adoptable Areas Program/park adoptions, maintaining schedule of cleanups and supply inventory and distribution.
- Manage the inventory and distribution of facility keys and maintenance of records.
- Prepare quotes and send award letters for services and supplies.
- Process Accounts Payable and Accounts Receivable for departmental divisions, including Senior Center gift shop consignors.

- Manage deposits, receipts, and donation tracking, and coordinate orders for commemorative items, such as pickets, benches, and trees.
  Prepare weekly duty & booking schedules and order various supplies and equipment as needed.
- Train seasonal employees and volunteers.
- Receive and respond to public inquiries, requests, and complaints via mail, phone, in-person, or radio.
- Maintain document management and departmental records in accordance with the City's Records Retention Schedule.

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	High School Diploma or equivalent.
Experience:	3-5 years in a related administrative, municipal, or event coordination role or any combination of education and experience that provides equivalent knowledge, skills and abilities.
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong attention to detail, sound judgment, and situational reasoning.
- Excellent interpersonal and public relations skills.
- Clear and effective written and verbal communication.
- Proficiency with office software and web-based systems.
- Ability to interpret policies, procedures, and City ordinances.
- Ability to manage multiple priorities and deadlines under pressure.
- Competency in business math, cash and credit card transactions, and basic financial processes.
- Ability to prepare clear, concise, and professional reports.

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 50 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.