



Parks & Recreation: Administrative Assistant
CLASS CODE P&R- Part-time - Hourly
ESTABLISHED DATE: September 12, 2024

General Summary:

This is an administrative position assisting the Parks and Recreation Director in carrying out activities of the Department. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Parks and Recreation Director. Performance is evaluated based on daily observation and results.

ILLUSTRATIVE EXAMPLES OF WORK:

Included but not limited to:

Provide administrative and clerical support to the Director and department staff. Assist residents with program registration and queries; receives and processes payments, including payment plans, scholarships and any subsequent billing. Maintains registration database and produces reports of roster lists, revenues and expenses and related business. Monitors enrollment and processes refunds as requested. Creates procedures to assist in organizing workloads, schedules, and staff assignments, provides supervision and guidance, and evaluates work to ensure quality product and services. Maintain financial records, deposit records, and billing information. Enters requisitions and converts them into purchase orders to enter into town's financial database for payment by the Finance department. Keeps a database of expenses for cost analysis of programs. Performs cash-up process as needed. Serve as department representative for incoming general telephone and email inquiries. Communicate with school, user groups, instructors and participants regarding upcoming programs, cancellations, and other applicable updates. Designs and coordinates a variety of marketing materials (brochures, flyers, news releases, and related communications) to promote department offerings. Responsible for contributing information to the department website and social media accounts regarding department programs and services. Assists and oversees scheduling of gymnasium (Academy Hill School); and group reservation spaces at all parks. Develop and/or supervise recreation programs as assigned by the Director. Administer discount ticket programs. Administers ordering of all supplies, including office, park and program supplies and maintains inventories. Attend staff meetings and staff development sessions, taking minutes as necessary.

Other Duties and Responsibilities:

Perform other work as may be required in support of the Parks and Recreation Department. Assists in the delivery of programs and special events as part of the Parks and Recreation team.



Knowledge, Skills, and Abilities

Considerable knowledge of and proficiency in current computer applications. Knowledge of general office procedures and standards. Ability to communicate effectively both verbally and in writing to various and diverse groups and individuals, including children; Ability to handle multiple tasks requiring a high level of organization; maintain working relationships with other employees, vendors, public officials and the general public, including children.

Required Education/Experience:

- High School diploma required; Associates degree preferred;
- Two or more years of administrative experience;
- Experience in bookkeeping and maintaining financial records;
- Some experience working in the Parks and Recreation field desired; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Additional Eligibility Qualifications:

- Knowledge of and ability to use calculators, photocopier, answering machine, and FAX machine.
- Experience using Microsoft Office and Google Drive software to prepare correspondence and spreadsheets.

Working Conditions/Physical Demands:

Moderate to strenuous physical effort required; normally seated or standing with freedom of movement on a regular basis operating office equipment, and handling books and supplies, but may be required to stand, sit, bend, and squat for extended periods. Extensive periods may be spent operating a computer and standing. Use of hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence. Flexibility of motion – up and down a lot assisting staff and citizens; ability to lift up to 25 pounds is required. Work performed both in a normal office setting and outdoors; operates various automotive equipment, including truck, van, and bus, and travels to various locations; Balancing, crouching, grasping, pulling, reaching and stooping may also be required. The above statements are intended to describe the general nature and the 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.

EEO Statement:

The Town of Wilton, ME provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.