



Job Description – Parks Administrative Assistant

INDIANA

Location: Whitestown, IN

Full/Part Time: Full time

Regular/Temporary: Regular

Reports to: Director of Parks

DNE: \$1,925/bi-weekly

Job Purpose:

The purpose of the position is to perform a wide range of administrative and office support activities for the Parks Department to facilitate the efficient operation of the town. Assist Park staff to ensure programs and events meet the Town's goals and objectives.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- General clerical duties including photocopying, mailing, and maintain electronic and hard copy filing system
- Maintain financial records and create purchase orders and invoices
- Coordinate and maintain records for staff, equipment and assets
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures

- Identifies opportunities for improvement and presents recommendations to the Director; manages the implementation of operational improvements and monitors the effects of the changes
- Represents the Parks & Recreation Department at local and regional meetings as assigned, and makes decisions and commitments within the scope of authority
- Maintains the absolute confidentiality of all records and information
- Other duties as assigned

Education, Knowledge, and Skills:

- Must have a high school diploma or equivalent
- Requires a valid driver's license with a clean driving record.
- Availability to work outside of normal business hours when necessary
- Two (2) years of professional experience in a related field
- Town organization, operations, policies, and procedures
- Record keeping and file maintenance principles and procedures
- General computer skills with knowledge of Microsoft Office and Adobe software
- Assessing and prioritizing multiple tasks, projects, and demands
- Establishing and maintaining cooperative working relationships with Town employees, officials, and representatives from other local, state and federal agencies

Physical Demands/Work Environment:

The physical demands described here 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.

Please send applications and resumes to kbarr@whitestown.in.gov