

TITLE: Administrative Assistant

PR/4

DEPARTMENT: Parks and Recreation, City of Franklin

JOB SUMMARY: This position provides administrative support for the Parks and Recreation Department.

MAJOR DUTIES:

- o Greets visitors and answers telephones; provides information and assistance; takes messages, schedules appointments, and refers to appropriate personnel.
- o Enters required data into computer system.
- o Types letters, minutes, correspondence, and reports.
- o Responds to inquiries about routine procedures and policies.
- o Collects and prepares data for records and reports.
- o Maintains related files.
- o Requisitions supplies and materials.
- o Operates standard office, word, and data processing equipment.
- o Checks and reviews a variety of information for accuracy, completeness, and conformance to established standards and procedures.
- o Prepares reports and documents as directed.
- o Oversees the style and editing of the quarterly newsletter.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard office practices and procedures.
- o Knowledge of computers and other modern office equipment.
- o Skill in the preparation of correspondence and reports.
- o Skill in the provision of services to visitors and callers.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Parks and Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department rules and policies. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative duties. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support to the Parks and Recreation Department. Successful performance contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.