

CITY OF MENASHA

Position Description

Position Title: Clerk- Parks and Recreation

Department: Parks and Recreation

Status: Non-exempt

Position Reports To: Director of Parks, Recreation, Forestry and Cemeteries

Date of Description: December 2013

SUMMARY

The Clerk shall be responsible for providing a variety of administrative support services to the Parks and Recreation Department primarily in city hall. These services will require extensive use of computers, maintenance of records, program registration and facility reservation, and effectiveness in meeting with and dealing with public and internal customers. Duties will be performed with some independence, requiring judgement and tact with customer inquiries and determining what matters require Director attention.

ESSENTIAL FUNCTIONS

- Answer the department central telephone line, respond to telephone and in-person inquires as appropriate, and transfer callers to appropriate personnel.
- Establish, develop, maintain and update department files, records and reports.
- Compose, type, and edit correspondence and memoranda. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Operate a variety of office machines, including but not limited to personal computers, fax machines, and copiers.
- Open, sort, and distribute incoming mail and prepare, sort, and send outgoing mail.
- Update and make current department voice mail systems.
- Send internal and external e-mails, and perform internet searches.
- Prepare and complete with use of Microsoft Office correspondence, meeting minutes, spreadsheets, timesheets, office forms, reports, brochures, program flyers and other documents as assigned.
- Prepare and disseminate agendas and mailings to the Parks and Recreation Board.
- Register individuals for recreation programs and reserve park facilities using Active software.
- Maintain athletic field and park facility schedules using Active software.
- Maintains program or service information on the Department website.
- Serves as active software system administrator and works collaboratively with IT staff to ensure active software is operating effectively.

- Train seasonal staff on active software.
- Assist with maintenance of department website
- Collect fees for recreation programs and park services and accurately receipts money with the Finance Department.
- Organizes and schedules special event planning meetings.
- Disseminate park and recreation information to the public through telephone, e-mail, letter, personal contact or forms of social media.
- Assist Director with planning of select recreation programs and events
- Design program flyers, brochures and other documents
- Works independently and within a team on special nonrecurring and ongoing projects.
- Report for work as scheduled, including some off-site locations.

NON-ESSENTIAL FUNCTIONS (not inclusive)

- Assist other departments with administrative support as needed

POSITION REQUIREMENTS/QUALIFICATIONS

- Graduation from high school or equivalent. Associates Degree or post high school training in a related field preferred. Minimum of two years work experience in office administration or related position. Combination of work experience and training may be considered.
- Considerable knowledge of modern office methods, machines and procedures.
- Ability to perform basic arithmetic computations, proofreading and spelling functions with accuracy (testing required).
- Considerable training and experience in using a Windows operating system (Microsoft Office 2007 or 2010). High proficiency in Outlook, Word and Publisher, somewhat less in Excel and Powerpoint. (testing required)
- Ability to type neatly and correctly from plain copy at a tested rate of at least 50 words per minute. (testing required)
- Ability to perform multiple and varied clerical tasks under specific deadlines.
- Ability to operate a variety of office machines (telephone/voicemail, fax machine photocopier, calculator and personal computer).
- Ability to establish and maintain effective public and internal working relationships and communicate effectively with the public and coworkers in a professional and courteous manner.
- Ability to handle money and maintain fiscal records.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to work under repeated interruptions, including adapting to stressful situations.
- Ability to follow oral and written instructions.
- Ability to organize, prioritize and carry out office work with minimal supervision.
- Ability to effectively respond to customer complaints.

- Ability to train others in office, software or recreation program procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

- Graduation from high school, including post high school coursework or certification in computer and clerical applications (Microsoft) or related study.
- Two or more years of related office work experience.
- Valid Wisconsin Driver's License

PHYSICAL DEMANDS

The physical demands described herein 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.

- 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 hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Occasional physical effort in sedentary to light work, which may involve lifting, carrying, pushing, or pulling.
- Repetitive computer keyboard use under generally safe and comfortable conditions.
- Overtime may be required.

FUNCTION OF POSITION DESCRIPTION

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 Menasha 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 Menasha is an equal opportunity employer, in compliance with the American 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.