

City of Powell

Job Description



Title:	Office Assistant	Code:	220
Division:	Operations	Effective Date:	12/08
Department:	Aquatics	Last Revised:	6/23

GENERAL PURPOSE

Performs a variety of **routine, semi-skilled duties** as needed to receive and admit patrons to the swimming pool.

SUPERVISION RECEIVED

Works under general supervision from the Aquatics Supervisor or Aquatics Shift Supervisor

SUPERVISION EXERCISED

Generally, none, but may provide functional supervision over Aquatic Clerks in the absence of Aquatics Supervisor and Shift Supervisor.

ESSENTIAL FUNCTIONS

Greets and receives the public; receives payment and fees and admits patrons; operates cash register and accounts for revenues; gives change; reconcile tills daily; monitors general activities of facility to help assure safety.

Assists in the registration of program participants; takes registration cards and fees, issues receipts; maintains daily list of registration activities to monitor participant levels and related program needs.

Enter memberships into the record keeping system; assist patrons with any problems in membership and registration.

Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; composes routine letters and informative notices; maintains various program and activity files, records and documents.

Disseminates information related to programs by telephone or personal contact; assists to coordinate the use of school, church, community facilities for city and joint county/city/school program activities; assists to distribute flyers, brochures and notices related to programs and activities. Assists with the process of room rental.

Assist with sale of Pro-Shop items including but not limited to swim wear and equipment; assist in concessions as needed for food preparations; utilize various types of equipment associated with concession services; maintain a work area in a clean, safe, and organized manner; sell food and drinks. Follow state food safety guidelines.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Sufficient education and training to demonstrate an aptitude or ability to perform above related duties

AND

B. Two (2) years of computer experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, Excel, etc. **Some knowledge** of administrative procedures; of legal processes associated with the maintenance of public records and documents; some knowledge of inter-personal communication skills.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to confidential administrative information; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type.

Must be certified in First Aid and CPR or obtain at first reasonable opportunity.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
Employee