

**NOTICE OF VACANCY
September 24, 2020**

POSITION: Administrative Assistant II

DEPARTMENT: Parks and Recreation

SALARY: M2 \$40,692.60 – \$52,641.16

HOURS: Monday - Friday 7:30am-4:00pm March 1st - October 31st.
Monday - Friday 8:30am-5:00pm November 1st - February 28th.

Statement of Duties: The Administrative Assistant provides moderately complex administrative support and day-to-day office management. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position is also responsible for the scheduling of all athletic fields (youth, high schools, colleges, corporate requests as well as any other organizations) including the coordination of billing and maintenance. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Operations Coordinator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instruction; the employee is also expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent enough to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee, as a regular part of the job is not required to supervise any City employees.

Confidentiality: The employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as personnel files in the payroll system.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, or create conflicts on a field due to a scheduling error; potential lost revenue if proper billing does not occur; improper field scheduling could result in field damage if the field is over used.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of routine or repetitive tasks and/or operations with few variations in established procedures.

Work Environment: The work environment involves everyday discomforts found in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Employee interacts with co-workers, the public and external contacts such as organizations using the City's fields and/or facilities. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

Occupational Risk: Risk exposure is similar to that found in a municipal office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Serves as the primary contact for administrative functions related to department field and special event permitting, and scheduling; responsible for coordinating staff overtime in coordination with the Construction Supervisor and City and Departmental policies and procedures.
2. Coordinate all associated requirements of field requests; attend event planning meetings and create special conditions; follow up on permit special condition requirements essential to the permitting process.
3. Coordinate with maintenance staff to ensure all needs are met in support of scheduled events.
4. Perform administrative and clerical services, including but not limited to: greeting and directing visitors, answering phone calls, identifying and routing inquires to appropriate City staff including escalating when required; processing Department mail and maintaining Departmental record files.
5. Perform data entry for registration for recreation programs.
6. Process Division's weekly payroll in Munis.
7. Serves as the primary contact for the billing of user groups for the use of City fields and/or facilities.
8. Assists with customer service for walk-ins, over the telephone, mail and/or email inquiries.
9. Prepares and organizes information packets for Park Commission meetings.
10. Perform all other related duties as needed/required.

Recommended Minimum Qualifications:

Education and Experience: High School Diploma or equivalent; two to four (2-4) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None required

Knowledge, Abilities and Skill

Knowledge: Knowledge of Departmental office procedures, Department programs, policies and procedures including facility permitting and scheduling operations; knowledge of technology including, but not limited to, office software (word processing and spread sheet applications, PowerPoint, Microsoft Office, Access, Munis) and use of the internet and email systems in support of Department operations.

Abilities: Ability to establish effective working relationships with co-workers and the public; ability to manage multiple tasks in a detailed and organized manner. Ability to deal effectively with members of the public and to maintain confidential information. Ability to adapt to various software operating system needs.

Skill: Excellent customer service skills; proficient written and oral communication skills and good common sense. Excellent data processing and personal computer keyboarding skills are required as well.

Physical and Mental Requirements

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 position's essential functions.

Physical Demands: Little or no physical demands are required to perform the essential functions of the position. There may be a need to stretch, push, pull, and reach in order to retrieve materials. Usually, the work will not require extended physical effort over a significant portion of the workday.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer.

Visual Demands: Visual demands include constantly reading documents for general understanding.

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