



City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

PROGRAM ASSISTANT

Parks, Recreation, Youth & Community Services

SUMMARY: Provides administrative support and assists in the coordination of high-quality programs and services that meet the diverse needs of the community. Provides customer service in person, over the phone and via email. Utilizes software to assist with program registration, rental requests, and other department functions; furnishes information to the public and schedules appointments. Receives, reviews, processes applications/forms and collects or distributes payments. Registers program participants. Staffs reception desk; orders and maintains supplies and arranges for maintenance and repair of department facilities, equipment and vehicles. Maintains records on employee payroll and personnel related files; prepares department payroll; processes invoices, requisitions and purchase orders. Updates website as assigned. Attends meetings and serves as Recording Secretary in the absence of the Assistant to the Superintendent. Coordinates or assists with the delivery of positive youth development programs and community initiatives including chaperoning activities. Creates program materials, prepares reports and correspondence as required. Acts as a representative for department as assigned and collaborates with community committees or consortiums. Assists department staff and performs work as assigned.

QUALIFICATIONS: Associate's degree in recreation, business, social work or related field, with at least 1 year experience in a recreation or human services program. Prefer Bachelor's degree. Prefer Bi-lingual both written and orally in Spanish and English. Must possess strong attention to detail. Requires excellent communication and interpersonal skills, confidentiality, and must maintain effective and culturally responsive working relationships. Requires intermediate knowledge of Microsoft programs including Word, Excel spreadsheets and PowerPoint, along with Payroll and Purchasing software, and requires basic knowledge of Database and Internet software. Requires valid CT Driver License.

SCHEDULE/CLASSIFICATION: Full-time position, 37½ hours per week, Monday through Friday 8:30 a.m. to 5:00 p.m. As needed requires some evenings for monthly & special commission meetings (overtime pay provided).

WORKING CONDITIONS: Work is primarily performed indoors with occasional exposure to outdoor work environment. Physical requirements include but not limited to sitting for extended periods of time, standing, walking, typing, and reach with hands and arms. Ability to safety lift and carry up to 20 pounds occasionally. Reasonable accommodations may be made.

BENEFITS: Defined Benefit Pension Plan, generous time off, and medical/dental/life insurance package.

SALARY: \$22.79/hr. (Increases to \$24.92 @ 6 mths, and \$25.30 @ 1 yr).

SUBMIT COMPLETED ONLINE APPLICATION with RESUME to:
www.bristolct.gov

DEADLINE: Monday, March 21, 2022.

EQUAL OPPORTUNITY EMPLOYER

