



# TOWN OF MONROE

## EMPLOYMENT JOB DESCRIPTION

**POSITION TITLE:** Office Aide

**DEPARTMENT:** Parks & Recreation Department

**REPORTS TO:** Director of Parks & Recreation

**CLASSIFICATION:** Hourly; Unaffiliated; 19.5 Hours per week

**UPDATED:** May 2021

### **JOB SUMMARY:**

Assist in daily administrative duties of the Parks and Recreation Department to serve the needs of the Town including recordkeeping, financial reports, registration, and customer service.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develop and coordinate Parks and Recreation Commission reports
- Recordkeeping, daily receipt handling and processing
- Coordinate data and reports for Great Hollow Lake and Lake Zoar boat launch
- Seasonal program registration management and processing
- Serve as office receptionist greeting the public and servicing requests
- Facilitate reservations and dispensing of department information and services

### **EDUCATION/SKILLS/EXPERIENCE :**

- Minimum of 2 years office experience or equivalent education
- Familiarity with cash accounting, parks and recreation terminology, computerized registration, and basic computer software (Word, Excel, etc.)
- Data entry, report generation and computer skills
- Manipulation of data to generate reporting information
- Working knowledge of Publisher and other graphic design software
- Experience in customer service oriented office environment with high public traffic
- Excellent interpersonal skills

### **WORK ENVIRONMENT**

Work is generally performed while sitting in office environment, however may require some work at the parks . Some lifting of small equipment and forms is required. This position does not require heavy lifting on a regular basis; however, when working with the records retention archives, the individual may be required to lift boxes of approximately 20 pounds. Work environment may be subject to changing climate conditions.