



TITLE: Administrative Assistant

MAIN PURPOSE AND SCOPE OF POSITION

The purpose of this position is to provide general office support to the full-time recreation department staff. This position reports to the Director of the Madison County Recreation Department.

DUTIES AND RESPONSIBILITIES (include, but are not limited to...)

- Communicate with department staff, volunteer associations, the public, and other individuals and organizations as needed to coordinate work activities, exchange information, or resolve problems.
- Operate a computer or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Maintain inventory of office supplies ensuring availability of adequate supplies to complete work activities.
- Accept, receive, and/or collect payments for registrations, facility rentals, etc.
- Responsible for keeping the department marquee sign updated with current information.
- General cleaning tasks: sweeping, vacuuming, mopping, dusting, emptying trash as needed in all offices and meeting room, etc.
- Performs other related duties as required or assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to work effectively with a wide range of constituencies in a diverse community; working effectively, compassionately and creatively.
- Knowledge and application of county and department policies, procedures, and equipment.
- Knowledge and application of computer operating system and other hardware used to complete job duties.
- Skill in maintaining accurate records and preparing reports.
- Skill in oral and written communication.
- Ability to work well with volunteer based associations/committees as well as the public and address their questions courteously and tactfully.
- Knowledge of buildings, facilities and the development of leisure programs to maximize usage and participation.
- Knowledge of the occupational hazards and safety precautions.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS:

The employee is regularly required to use hands, arms, talk or hear. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. Tasks require the ability to exert physical effort in light work and also involve some lifting, carrying, pushing and/or pulling of objects and materials of up to 50 pounds. This position may require the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials to

perform assigned tasks. Tasks may involve extended periods of time at a keyboard or workstation and field work to ensure compliance with departmental programs.

WORK ENVIRONMENT:

The successful candidate must be available to work a flexible schedule to include days, nights, weekends, and some holidays in support of county programs and events. Performance of essential functions may require exposure to adverse environmental conditions, such as heat/cold, dirt, dust, pollen, odors, wetness, humidity, rain, hazardous materials, unsafe structures, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, or animal/human bites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position will supervise assigned personnel when designated; to maintain a positive, team-oriented attitude.

MINIMUM QUALIFICATIONS:

Must be at least 16 years old with a minimum of one-year experience in recreation, office work or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience is not necessary; however, it is strongly preferred. A valid driver's license is required. Certification in First Aid and CPR is recommended (or that ability to obtain within 6 months of employment).

All applicants must complete a Madison County Board of Commissioners employment application. Applications may be downloaded and printed from the website at <http://www.madisoncountyga.us/Dir/Departments/Human-Resources/28/> or you may receive an application at the Madison County Courthouse located at 91 Albany Ave, Danielsville, GA 30633.

http://hosting.ssuinc.net/madisonhr/browse_jobs.asp

Direct Link to job openings in MC