GREATER VALLEJO RECREATION DISTRICT

ADMINISTRATIVE SUPPORT

Salary Range: 39S

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEFINITION**

Perform difficult, complex office support work, which requires the exercise of independent judgment and initiative, the application of technical skills including fully utilizing Excel and Microsoft Word to create and maintain spreadsheets and official documents for the District; oversee and carry-out specialized projects activities related to the division to which assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from assigned manager.

No supervisory responsibilities are assigned.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** - Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions**

1. Assist and respond to requests for information from staff and the public in person or by phone, provide basic information on District policies and procedures; may refer inquiry to other public/private agencies; releases reports obtained under appropriate conditions; and presents facts without interpretation.

2. Process park/field reservation rentals, recreation programs registration and special events using PEAK computer software program; review computer produced reports for accuracy and make corrections as required; properly mail and file paperwork.

3. Perform accounting processes associated with the collection of fees for programs and the use of facilities including refunds, account adjustments and daily cash balancing for multiple registrations; process bills and invoices for payment.

4. Type correspondence, reports, forms and specialized documents from drafts, notes or brief instructions; may compose some correspondence independently prepare draft documents for review by others.
5. Proofread and edit documents for clerical and arithmetical accuracy and completeness, and for compliance with established standards and procedures; review forms, reports and other documents, verifying content accuracy and completeness, initiating corrections, coding, updating or posting as required.

6. Perform a variety of more complicated data entry functions; input data from various sources; and keep updated; verify data for accuracy and completeness.

7. Assist in the compilation of reports; compile information and data for statistical and financial reports; input formulations for spreadsheets; maintain a variety of statistical records.

8. Maintain and update office files, following an established filing system; research and compile information from such files; purge files as required.

9. Attend to a variety of office administrative details such as ordering supplies, arranging for repair of equipment, transmitting information, and keeping reference materials up to date.

10. Operate a variety of office equipment including a multi-line phone, copier, facsimile machine, and computer.

QUALIFICATIONS

Knowledge of:

Advanced principles of office management including practices and procedures; Modern computer word processing, spreadsheet, office, electronic mail and calendar software operations. Techniques for dealing effectively with the public and District staff, in person and over the telephone. Business letter writing and the standard format for reports and correspondence;

Ability to:

Learn and interpret District policies and procedures. Prepare and maintain accurate records and reports. Work effectively under pressure and with frequent interruptions. Learn PEAK software for registrations and facility bookings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Organize own work, coordinating projects, setting priorities, meeting deadlines and following up on assignment with a minimum of direction.
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Experience and Education Guidelines
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general clerical or secretarial employment including public contact or one year of experience performing office support as an Administrative Clerk (PT). Related college training may substitute for experience provided there is at least one year of clerical or secretarial employment.

Education:

High School diploma or the equivalent
Proficiency certificates recommended

License or Certificate

Selected positions require a valid California driver’s license and maintenance of an acceptable driving record while employed.

WORKING CONDITIONS

Environmental Conditions:
Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work periods requiring stamina to maintain attention to detail despite interruptions and ability to handle concurrent tasks.

Physical Condition
Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing acuity.

FLSA: Non-exempt