

Administrative Assistant

GENERAL STATEMENT OF JOB

Under general supervision, performs routine to moderately complex secretarial and clerical work in support of efficient and effective department operations. Work involves answering incoming telephone calls, directing customers, and providing information; renting parks, facilities and pools, collecting money for rentals; typing memorandums and electronic mail; social media, advertising and marketing responsibilities, including design of marketing material and website updates. Reports to the Administrative Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Answers incoming telephone calls. Takes messages for personnel in the Administration Building. Directs customers to correct departments and answers questions.

Rents parks, facilities, and pools. Process money for rentals, deposits, and refunds for rentals. Maintains record of rentals.

Provides customer service to the public by providing information such as locations, telephone numbers, etc. Interacts and communicates with various groups and individuals such as Executive Director, Authority, coworkers, other department heads and staff, and the general public. Assists with Bookkeeping duties.

Ability to oversee website and social media content for the purpose of maintaining strategic relevance online and to promote positive awareness, and increase customer awareness of parks and recreation activities, events, and facilities.

Ability to oversee all external and internal marketing and communications activities for the purpose of providing a consistent look for all MCCPRA advertising and its associated awareness. Effectively manage and promote the MCCPRA through our social media campaign of Facebook, Twitter, and Instagram. Experience with social media, Canva, and other marketing platforms a plus.

PREFERRED EDUCATION AND EXPERIENCE

Bachelor's degree required in Parks/Recreation/Event Management, Marketing or Public Relation or a related field, and a minimum of five years of related experience preferred. or supplemented by three (3) years of progressively responsible experience in parks, recreation, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A valid state driver's license is required.

Operates a variety of office equipment and machinery such as computers, telephone, copy machine, fax machine, laminator, etc. and a variety of computer software such as, Microsoft Word, Microsoft Publisher, Microsoft Excel, QuickBooks, etc.

Performs related duties as required.

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PHYSICAL DEMANDS

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 essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is frequently required to use hands to handle or operate objects or use tools, such as a computer or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. Sufficient vision, hearing, and stamina to perform the above functions are required. The employee must occasionally lift and/or move objects up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee works indoors and is rarely exposed to outside weather conditions. The employee does not work near moving mechanical parts. The employee is rarely exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.

MCCPRA is a drug free workplace. All employees are subject to a criminal background check.

MINIMUM TRAINING AND EXPERIENCE

Must possess a valid Georgia State Drivers license and have reliable transportation. High school diploma or equivalent. One (1) year experience in customer service.

Please send resumes to sheree.hamilton@mccpra.com