



POSITION VACANCY ANNOUNCEMENT

Position: Administrative Assistant

Department: Recreation

Salary: \$11.08 – \$12.23 per hour

Start Date: A.S.A.P.

Posting Date: 06/09/2016

Closing Date: Until Filled

JOB SUMMARY: This position is responsible for providing clerical and recreation programming assistance to the department.

MAJOR DUTIES:

- Receives daily financial reports and keeps a balance of all departmental transactions.
- Keeps record(s) of all Park and Recreation Department revenues, and prepares bank deposits.
- Assists in planning and supervising athletic events; directly oversees Track and Field.
- Oversees Lifeguard and Event Staff scheduling, coordination, and communications.
- Assists with coordinating athletic schedules and provides information.
- Helps with communication and resolving issues in athletics.
- Receives and prepares all documents to be sent to Accounts Payable (i.e. invoices, check requests, etc.)
- Manages and supervises operations of concession stand and other events.
- Prepares and organizes all rentals.
- Maintains social media and website for the department.
- Creates fliers that are distributed to the public (i.e. schools, patrons, etc.)
- Supervises athletic evaluations, drafts, meetings, etc.
- Attends meetings that are necessary for Parks and Recreation such as Georgia Parks and Recreation, North Georgia Youth Football Association, North Georgia Youth Track and Field Association, etc.
- Serves as secretary for the Recreation Advisory Board recording minutes and planning agendas each month.
- Orders supplies for office and maintenance.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION: Must have knowledge of modern office practices and procedures. Knowledge of relevant county and departmental policies and procedures. Knowledge of basic clerical and bookkeeping methods. Must have skills in interpersonal relations and skills in oral and written communication.

MINIMUM QUALIFICATIONS: All applicants must have a High School Diploma or GED (through an accredited program) – Associates Degree or higher preferred. All applicants must pass pre-employment background investigation and drug screening. Ability to read, write, operate a computer and programs associated with computer operations efficiently. Must be willing to work a diverse, ever changing schedule that varies throughout the day/night during the week, weekends, and holidays.

For More Information: Contact Kurt Cooper, Recreation Director at 706-839-0231. Applications and a detailed job description can be picked up at the Habersham County Commissioners Office, 555 Monroe Street, Unit 20, Clarkesville, GA 30523 or downloaded from our website: www.habershamga.com.