

City of
EDMONDS
Washington

PARKS & RECREATION OFFICE SUPERVISOR

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-10
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	

POSITION PURPOSE: Under general supervision plans and performs complex administrative office coordination to assure smooth, timely and efficient office operations for the Parks and Recreation office; relieves the Director of technical, clerical and administrative duties; researches, collects, analyzes and compiles data and information for inclusion in reports; maintains financial records, files and budgets related to office operations, programs and expenditures; supervises and evaluates the performance of assigned personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and performs complex administrative office coordination, relieves the supervisor of technical, clerical and administrative duties.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
- Plans, coordinates and arranges for appropriate training of subordinates.
- Develops, prepares and maintains computerized records, inventories, maintenance management systems, lists, logs and files related to office activities, customer service and other data specific to the assignment; proofreads various written materials such as reports, letters and other materials and assures accuracy.
- Performs various clerical duties including: answering telephones and greeting visitors; providing information in person or on the telephone or referring to appropriate personnel; opening, screening and routing mail.
- Composes, prepares and types a variety of correspondence, memos, reports and other materials and proofreads materials to assure accuracy and completeness.
- Receives, processes and monitors purchase orders, fees, applications, invoices, permits, refunds and other materials according to established procedures; communicates with accounting personnel as needed; prepares receipts and deposits as appropriate.
- Maintains accurate financial records and files pertaining to departmental expenditures, budget balances and operations; reconciles daily monies from Parks and Recreation classes and other activities and revenues; prepares status reports, charts and other documents as requested; reconciles petty cash accounts.
- Provides information and services to other City departments and personnel, various outside agencies and organizations and the general public; promotes recreation classes to the public and maintains a computerized list of classes and register participants as assigned.

JOB DESCRIPTION

Parks & Recreation Office Supervisor

- Provides staff support and administrative assistance to boards and committees; prepares reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Schedules appointments and meetings and notifies appropriate individuals of meeting times and locations; arranges for meeting facilities as needed; prepares calendars as required.
- Prepares and coordinates purchase of office supplies, equipment and other expenditures; maintains inventories and assures proper stock level; prepares and processes requisitions.
- Assists supervisor, department personnel and other clerical staff as required; participates in assignments specific to the position. Serves as backup to Administrative Assistant as needed.
- Operates office machines including: computers, copiers, calculators and other equipment as assigned.

Required Knowledge of:

- Principles and practices of supervision and training.
- Organization, functions and activities of the Parks and Recreation office.
- Financial and statistical record-keeping techniques.
- Basic budget preparation and control techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software.

Required Skill in:

- Supervising and evaluating the performance of assigned staff; interviewing and selecting employees and recommending transfers, reassignments, terminations and disciplinary actions.
- Planning and performing administrative office coordination duties.
- Relieving the Director of technical, clerical and administrative duties.
- Planning and organizing work.
- Operating a computer terminal to enter data, maintain records and generate reports.
- Communicating effectively both orally and in writing.
- Reading, interpreting, applying and explaining codes, rules, regulations, policies and procedures.
- Establishing and maintaining cooperative and effective working relationships with others.
- Meeting schedules and time lines.
- Working independently with little direction.
- Maintaining financial and other logs, records and reports.
- Monitoring and controlling assigned budgets.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate supplemented by college level course work in secretarial science and four years of office clerical experience including some public contact.

Required Licenses or Certifications:

A Valid State of Washington Driver's License.

Must be able to successfully pass a background check.

JOB DESCRIPTION
Parks & Recreation Office Supervisor

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.
- Contact with hazardous chemical cleaners and sealants for art maintenance.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____