

City of Leitchfield, KY

Position Description

Position Title: Parks and Recreation Administrative Assistant

Department: Leitchfield Parks and Recreation

Supervisor: Parks and Recreation Director

Purpose of Position:

Provide administrative assistance to the Parks and Recreation Director, with assessment, planning, implementation, and evaluation of adaptive sports and recreation activities for people of all ages and abilities. Specific duties may include the following: Facilitating recreational activities for youth and adults to include baseball/softball, Aquatic center and other Parks and Recreation sponsored events or activities.

Essential Functions:

The following duties are normal for the position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related, or a logical assignment for this position.

- Works under the direct supervision of the Park and Recs Director and in conformance with applicable State, County and laws and regulations.
- Assists in planning, organizing and supervising a diverse offering of cost-effective recreation programs that meet the needs of the community. May be responsible for conducting and/or teach some programs. Schedule use of facilities for recreation programs offered by the Department of Parks and Recreation.
- Market and Promote recreation programs.
- Works with Park Director to design and create season program brochures.
- Assists in coordination of department programs, events and activities with other departments, outside agencies or others as needed.
- Monitors inventory of program equipment, materials and supplies; ensure availability of adequate materials to conduct work activities; and initiate orders for programs.

- Assist with development of the annual budget for recreation programs; monitor expenditures to ensure compliance with approved budget; assists in processing invoices and payroll.
- Maintain records and provide reports as needed.

Additional Functions:

- Prepare and complete various forms, reports, correspondence, annual plans, executive summaries, project reports, meeting agendas, budget documents, grant applications, performance evaluations, policies, procedures, or other documents.
- Operate a personal computer, motor vehicle, digital camera, copy machine, fax machine, or other equipment as necessary to complete essential functions, to include the use of word processing, excel spreadsheets, presentations, email, Facebook, twitter and Instagram.
- Perform general/clerical tasks, which may include answering telephone calls, making copies, sending faxes, filing documents, processing outgoing/incoming mail.
- Performs other related duties as required.

Minimum Qualifications:

- Must have a High School Diploma/GED
- Must possess or be able to obtain a valid Kentucky Driver's License

ADA Compliance

Physical Ability: Tasks may require the regular and at times sustained performance of moderate physically demanding work, typically involving some combination of running, climbing, balancing, stooping, kneeling and crouching, which may also involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (30-50 pounds) Tasks may also involve extended periods of time at the keyboard, work station, vehicle or outside at sporting or other Parks and Recreation sponsored event.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as humidity, temperature extremes or traffic hazards.