



Town of Alton Job Description Parks and Recreation Department Administrative Assistant

Date: May 26, 2017

General Position Description: Works in the Parks and Recreation and Cemetery Department office's, and provides assistance to the Parks and Recreation Director. Works with the general public. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Works under the direct supervision of the Parks and Recreation Director.

Equipment Used: Computer, telephone, calculator, label machine, photocopy/fax/scanner machine, file cabinet, storage containers, Town vehicle, washer, dryer, shovel, broom, vacuum and hand tools.

Environment: Inside: 90% Outside: 10%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Answer telephone, check messages, return phone calls and email
2. Take messages for Director and Maintenance Staff
3. File
4. Data Entry
5. Brochure design, layout, editing, printing and distribution
6. Program design and creation
7. Training and Supervision of Lifeguards
8. Type forms, signs, correspondence
9. Recreation Revolving Fund Ledger
10. Program logistics- 5K Race, Craft Fair, Sports Leagues, Lake Host Grant
11. Web Site Posting
12. Print employee payroll sheets
13. Put letters on sign boards
14. Process Registration Forms
15. Fill out deposit slips
16. Customer Service at Parks and Recreation office window
17. Cemetery Department Lot and Burial Records
18. Updating Cemetery Department Database Program
19. Perform other duties as specified

Support: Provides support to the Parks and Recreation Director

Financial Data: Uses Town credit card to order supplies, collects registration and rental fees, makes change from petty cash box. Completes deposit ticket for Town Treasurer.

Computer Operation: Computer operation is done on a daily basis using a variety of computer hardware and software programs.

Cognitive and Sensory Requirements:

- **Vision:** Corrected to 20-30 or a level which will enable the necessary vision to read instructions and documents.
- **Hearing:** Necessary for receiving instructions and for safety while working.
- **Speaking:** Necessary for communicating with employees, residents, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, handwriting, and computer keyboard operations, etc.
- **Mobility:** Needed to walk around the Parks and Recreation office and garage and other municipal locations and elsewhere for other duties such as photocopying, errands, etc.

Physical Requirements:

Lift up to 10 pounds: constantly required.
Lift 11 to 25 pounds: frequently required.
Lift 26 to 50 pounds: occasionally required.
Lift over 50 pounds: rarely required. Assistance may be available.
Carry up to 10 pounds: constantly required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: rarely required. Assistance may be available.
Balancing: occasionally required.
Push/pull: frequently required.
Reach above shoulder height: frequently required.
Reach at shoulder height: constantly required.
Reach below shoulder height: frequently required.
Sit: six total hours per day.
Stand: one plus hours per day.
Walk: one plus hours per day.
Twisting: occasionally required.
Bending: occasionally required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.
Driving: frequently required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc):

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: constantly required. Keyboards, hand tools, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking at office/garage, etc.
- Toes: rarely required.
- Controls and equipment: small hand tools, motor vehicles, office equipment, crafting tools, sports equipment, custodial equipment, telephone, etc.

Work Surfaces:

- Rough, wet, slippery terrain
- Carpet, concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, sand, beaches, rocks, etc.
- Office area, includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights

- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Grass, dirt, gravel, mud
- Rain, snow, sleet, hail, ice and flooded areas and surfaces
- Vertical and horizontal step surfaces

Summary of Occupational Exposures:

- May be exposed to cleaning chemicals, herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Most work occurs within the office setting.
- Some travel in a motor vehicle is required.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.
- When in the office, may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Other Training, Skills and Experience Requirements: Experience with computers: Word, Excel, and Outlook. Able to write and send e-mail correspondence, data entry, filing, customer service. Ability to read and write. Physical ability to perform work required. Ability to establish and maintain effective working relationships with other employees. Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Valid NH driver's license.
- High school diploma or GED.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Flexible schedule required to accommodate work load and season. Monday through Friday, 8am–4pm. Possible overtime if and when needed or required and approved.