**Miami County Park District**

**Job Description**

**Job Title: Administrative Assistant (Environmental Education)**

**FLSA Status: Non-Exempt**

**Position Type: Full / Part-Time Year Round**

**Division: Administrative**

**Reports To: Designated Representatives**

**Written: 8/9/24**

**Last Revision: 8/9/24**

**SUMMARY**

The Administrative Assistant for the Education Department performs clerical duties that require various office management skills. The individual is required to answer questions from staff and the public and provide general information when requested. The Administrative Assistant for the education department must display excellent customer service and maintain a positive and helpful attitude in daily interactions with staff, school administrators, teachers, and the community.

This position must exhibit a wide range of organizational and communication skills, while showing the ability to achieve results within specified deadlines. The employee serves as a key member of the Park District Administrative Team to maintain a positive office culture and deliver excellent experiences for the residents of Miami County.

**WORKING HOURS**

This is a 40-hour-a-week position for full-time employment. Part-time employment hours are based on the needs of the division with the individual placed in the appropriate part-time category according to the Employee Rules and Regulations manual. Full-time employment, the employee must be willing to work irregular hours, weekends, holidays and extended hours as required to perform the duties set forth in this position. In the performance of regular duties, specific days and hours may be required as necessary. The employee is entitled to those benefits as outlined in the Employee Rules and Regulations manual for the position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following are the responsibilities, attitudes and requirements of the position,* ***but is not limited to those listed below****.*

* Must have a working knowledge/understanding of Windows and Microsoft Office software programs, such as Excel and Bookings. These skills are necessary to track programing, type correspondence, complete reports, forms, invoices, and file documents, as well as other areas of office management.
* Position requires a high degree of independent problem-solving ability, organizational skills, time management skills, and the capability to work effectively with little supervision.
* Manages the office environment in a positive supporting way, keeping it functioning efficiently.
* Must display a positive attitude and excellent communication skills when dealing with the public, staff, the Board of Park Commissioners, school administrators and teachers.
* Must be able to edit documents and make corrections when necessary.
* Knowledgeable in the operation of computers, computer software, copy machines, laminators, and other office equipment.
* Have a working knowledge of the English language, and effective and courteous communication skills.
* Exhibit strong ability to be innovative and resourceful, provide technical support to staff regarding timecard and google calendar issues and be available to help with additional needs whenever possible.
* Handles and processes information such as educational inventory for staff uniforms, keys, program materials, inventory of large equipment, and prepares monthly education reports and other program documents.
* Physically supports educational programs in the field such as assisting with set up, tear down, facilitation of programs, etc.
* Be available for large community events (mostly weekends) such as Hug The Earth, Fall Farm Fest, Holiday Lights and take a leadership role in the facilitation of these.

**QUALIFICATIONS**

Must have a high school diploma or equivalent; prefer two years of post-secondary education in a related field. A minimum of two year’s experience office management or a similar field, and proven skills in computer operations, and leadership experience is required.

**LANGUAGE SKILLS**

Must be able to read and interpret documents, write reports and correspondence, and to speak effectively before groups, employees and organizations.

**MATHEMATICAL SKILLS**

Must be able to calculate figures and amounts such as discounts, interest, commission, proportions and percentages.

**REASONING SKILLS**

Must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations, and to make independent decisions with a minimal amount of supervision.

**SUPERVISORY RESPONSIBILITIES**

None

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Ohio Driver’s License with a good driving record, be insurable with the Miami County Park District, and have available a vehicle to use for work purposes.

**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 will be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear, stand, walk, sit, use hands/fingers to handle, feel, reach and climb and balance. The employee is required to stoop, kneel, crouch, and lift 25 pounds. Specific vision abilities required for this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to an indoor and outdoor environment. The noise level is this position may at times be moderate. The employee may be exposed to various viruses, colds, flues, and any other communicable diseases. The employee may be exposed to various office chemicals used in this line of work.