

BOROUGH OF SOUTH RIVER

JOB DESCRIPTION

POSITION: Parks & Recreation – Part-Time Administrative Assistant

DEPARTMENT: Parks & Recreation

SALARY: Shall receive as compensation for services, which shall be fixed in accordance with the provisions of the ordinances governing the salaries.

Summary Statement:

The Borough of South River, Parks & Recreation requires a part-time assistant five days a week for 5 hours a day to perform administrative and clerical duties associated with day-to-day operations as directed by the Parks & Recreation Director.

Machines, Tools and Equipment Used:

Copier, scanner and fax machines. Computer programs, extensive knowledge of MS Office, Rec-Trac, e-mail and Internet.

Source of Authority:

Parks & Recreation Director
Borough Administrator

Job Duties

1. Answers telephone calls in a timely, professional and courteous manner. Takes appropriate action to schedule appointments or refer to appropriate agency/personnel in accordance with established Parks & Recreation procedures.
2. Assist with monthly field scheduling, sports equipment ordering and events, which some evenings are required.
3. Assist with completing forms, make phone calls to resolve service related issues and schedule appointments.
4. Maintain filing system.
5. Check frequently the levels of office supplies and place appropriate orders.
6. Assist Director with other duties as assigned.
7. Initiate and coordinate all aspects of trips and events. Booking, deposits, directions, confirmations, creating and maintaining events calendar.

Required Knowledge, Abilities and Skills:

A cheerful disposition, friendliness and patience are necessary. Self motivated individual that pays attention to detail. Maintains independent follow-up on all assigned tasks. Accountable and responsible. Ability to work independently or as part of a team. Knowledge and experience in administrative procedures, clerical practices, customer service, managing files and events and event planning.

Education, Experience and Training:

Strong Communication and Multi-tasking abilities. Flexibility. Extensive background in two of the following fields: Customer Service, Administrative Support, Senior Citizen programs, Event Planning. Graduation from high school and experience working in a business office. Must possess a valid Drivers License from the State of New Jersey.

Dress Code:

Business Professional: Attire must be suitable for the position in order to maintain the professional image of the Parks & Recreation Department (no jeans, shorts, tee shirts).

Dated: 1/3/2019