

**DECATUR COUNTY PARKS AND RECREATION DEPARTMENT
ADMINISTRATIVE ASSISTANT POSITION**

Job Description

The Administrative Assistant position is a full-time position, approximately 35 hours per week that reports to the Executive Director of the Parks and Recreation Department.

Duties & Responsibilities:

- *excellent communication in interpersonal, oral and written forms
- *facilitate communication of parks and recreation department activities, programs, and projects to the public. Knowledge of social networking and management tools preferred
- *experience and knowledge of word processing and Google Drive products preferred
- *ability to update information on website preferred
- *provides support to the Recreation/Activity Director to plan, organize, direct, coordinate recreation programming
- *strong public relations skills, with the ability to establish and maintain strong working relationships among diverse groups of people
- *ability to effectively communicate, motivate, supervise part time employees
- *scheduling facilities/activities/part time staff
- *handling payments and billing
- *prepare daily bank deposits and monthly deposits to the courthouse
- *prepare monthly report of collections and submits to Treasure's Office
- *prepare payroll for submission to the Auditor's office
- *prepare claims for Park Board approval at monthly Park Board meetings
- *prepare and distributes board packets
- *attend monthly Park Board meetings and take minutes of the meetings
- *ability to perform duties and projects in a timely manner
- *provide supports as needed to summer activities including but not limited to the Allen Memorial Swimming Pool, Camp Rainbow, the Decatur County Youth Sports Complex
- *Performs related duties as assigned.

Physical Requirements:

- *Must be able to perform duties and responsibilities of the Administrative Assistant
- *Must be able to perform light work exerting up to 50 pounds of force occasionally
- *Must be able to drive a motor vehicle
- *Anything that this person is physically able to do that does not infringe on their religious or other beliefs should be done upon request

Education and Experience:

- *High School Diploma, previous office experience preferred

Special Requirements:

***Must possess a valid Indiana driver's license and be able to successfully complete a thorough background check and successfully complete a physical/drug test**

Compensation Package:

***Salary commensurate with skills and experience**

***Medical insurance for employee. Spouse and family coverage optional**

***Vision & Dental optional**

***Paid vacation/holidays**

Interested applicants should submit a resume and application to hr@decaturcounty.in.gov

Applications are available on the Decatur County website decaturcounty.in.gov

Decatur County Government is an Equal Opportunity Employer