

RHRC Administrative Assistant Job Description

Job Title: Administrative Assistant, non-exempt position
Reports To: Superintendent of Recreation
Starting Wage Range: \$14.25-\$20.90
Benefits: 85% paid Health and Dental Insurance, KPERS retirement , Paid ETO

Job Objective:

Under direction of the Superintendent of Recreation, performs a wide variety of tasks including planning, implementing, coordinating and supervising a wide variety of clerical tasks working in the front office of the recreation center.

Position Accountabilities: (may include, but are not limited to, the following)

- Help maintain regular office hours so RHRC is accessible to the public during posted operating hours
- Maintain front desk and office operations, greeting the patrons, answering phone calls, taking registration forms, providing information, answering questions and fostering good public relations
- Maintains business filing system in a proper and efficient manner
- Administer accounts receivables and payables
- Administer employee payroll and federal, state, and local tax reports and filings
- Administers employee benefits including health insurance, KPERS and any other employee benefits
- Creates and maintains advertising, including brochures, flyers and newspaper ads for RHRC news, programs, meetings obtained from the Superintendent and the Programs Director
- Attends board meetings when required to do so
- Creates and maintains meeting agenda and minutes when needed
- Creates forms and financial reports for the board meetings and the Superintendent as needed
- Maintains, edits and updates RHRC Web site
- Assists all department directors as needed
- Orders office supplies as needed
- Maintain, edit, and update LED sign at Rec Center
- Helps with program supervision and instruction as needed
- Keep office clean, organized and presentable to the public
- Serve on Fall Festival Committee
- Perform other duties as assigned by the Supervisor

Critical Skills Needed:

- Principles, objectives, practices and procedures of Office Management and Business Procedures
- Customer Service Skills
- Payroll Administration skills
- Accounts Receivable and payable skills
- Filing Skills
- Computer Skills including, Microsoft Word, Excel and Publisher, Quickbooks Accounting Software
- Office equipment operation including, copier, printer, fax machine, adding machine, scanner, phone system and more
- Report and Form preparation
- Establish and maintain effective working relationships with other employees.
- Communication Skills

Employee Supervision Responsibilities:

- Hire (with approval), Train, Supervise and Schedule part time employees

Experience and Training:

- Minimum age of 18 with a High School Diploma or GED and College Associate's Degree or experience equivalent to an Associate's Degree
- 2 years of experience in a full time clerical position or 4 years of experience in a part time clerical position may be substituted for Associate's Degree

Physical Requirements:

- Ability to lift 50 lbs, lift and carry up to 25 lbs
- Stand, walk, sit, bend, reach, grasp, push, pull and perform similar body movements

Interested applicants please send a cover letter, resume and three (3) professional references to the following mailing address or email contact:

(Administrative Assistant position will remain open until filled).

Rose Hill Recreation Commission
Attn: Superintendent
PO BOX 46
Rose Hill, KS 67133
jason@rosehillrec.com