

City of Seward

Job Description



Job Title: Campground Office Assistant

Range:	R5.0	Salary:	\$14.00/hr
Department:	Parks & Recreation	Approved by:	Tyler Florence
Reports to:	Parks Operations Supervisor, Campground Coordinator, Park Maintenance Worker, and/or Parks & Recreation Director	Date:	May 2020
Supervises:	N/A		
Position:	Seasonal (Summer Season)		

Summary:

This position is responsible for daily accounting and deposit of camping fees and revenues. Monitors office supplies, performs routine office procedures and assists with office related campground management duties. May be required to work weekends and holidays.

Essential Duties and Responsibilities:

Accurately counts all daily revenues. Delivers daily revenue deposit to bank.

Compiles, monitors and verifies daily reports from campground crew. Reports any discrepancy to supervisor.

Accurately completes all daily, weekly, and monthly revenue reports.

Monitors office supplies and equipment. Purchases materials, supplies, and equipment used in campground and park operations.

Performs administrative duties required for operations and accounting of funds.

Answers phone calls, responds to requests for information.

May be required to assist with field operations.

Performs other related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Received: _____ Approved: _____
Employee: _____ Dept Head _____ Personnel _____ City Manager _____

Education and/or Experience:

High school diploma or general education degree (GED) required. Six months experience working directly with the public. Experience and success in working within a team atmosphere. Experience in handling money, making change and writing receipts required. Experience in calendar tracking and depositing funds.

Language Skills:

Ability to read, analyze and interpret procedures manuals, written instructions, and policy memos. Ability to file incident reports, collection sheets, evaluations and short correspondences to supervisors. Ability to effectively present information and respond to questions from co-workers, supervisors and campground patrons. Ability to communicate effectively and deal with the public for information referral and in conflict situations.

Mathematical Skills:

Ability to add and subtract eight digit numbers and to multiply and divide, to calculate figures and amounts such as discounts and percentages. Ability to perform these operations using units of American money and weight measurement and distance.

Reasoning Ability:

Ability to apply reasonable understanding to carry out detailed instructions. Ability to define problems, collect data, establish facts and present recommendations. Ability to deal with several abstract and concrete variables.

Other Skills and Abilities:

Knowledge of some objectives of public outdoor recreation, human behavior and mental and physical hygiene as applied to campground recreation and park maintenance. Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Seward Parks & Recreation.

Possession of or ability to obtain a valid State of Alaska driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may 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 sit, talk, hear, walk, stand, reach with hands, feel objects, stoop, grab, climb, bend, lift, kneel or crouch. The employee is frequently required to handle objects, tools or supplies. Specific vision abilities required by this job include close vision and depth perception.

The employee must occasionally lift and/or move up to 25 pounds.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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 may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions, including cold, wind, rain, sun and heat.

The noise level in the work environment is usually moderate. Ear protection may occasionally be required frequently while performing tasks producing higher noise levels.