

Office Assistant II – Campground & Parking

Job Description

Serves as a main contact with contracted portable toilet vendor, comparing invoices, orders and actual work, detailing and negotiating discrepancies. Files daily orders and correspondences.

Serves as the staff scheduler for office assistant’s work. Provides a three-minute seasonal evaluation of each office assistant at the end of each season.

Provides web, phone, mail or in-person research on purchases such as prices, products, shipping etc.

Serves as main contact for “Business Information” bulletin board display, advertising, billing and posting, as needed.

Answers phone calls, faxes, emails, and mail and responds to requests for information.

Accomplishes projects at the request of Department management.

May be required to assist with field operations, especially during July Fourth weekends and during Silver Salmon Derby.

At the completion of the season (approximately Oct 1 each year) final revenue reports are reconciled with Finance Department records.

At the completions of the season, assists the Parking Operations Supervisor and the Parks Operations Supervisor in the statistical presentation of an End of Season report for the City Council.

Performs other related duties as assigned.

Experience:

After two successful seasons, the employee exhibits proficiency in MS Excel, such that annual spreadsheets are able to be programmed for the new season without supervision.

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.

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Department Head

Personnel Officer

City Manager

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Education and/or Experience:

High school diploma or general education degree (GED) required. Six months' experience working directly with the public. Experience in supervision or team leadership. Experience and success in working within a team atmosphere; Experience in handling money, making change, 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 and Canadian 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:

Must have knowledge of computer software: email, word processing and spreadsheet use. 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.

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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.

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