

City of Clinton  
Job Description

**JOB TITLE: Administrative Assistant**

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Exempt (Y/N): No

Location: Administrative Office

Supervisor: Director of Parks and Recreation

Salary Level/Range:

Shift: 8 hours with evening work

Department: Parks and Recreation

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**SUMMARY:** Coordinates, manages and administers all operations of the Administrative Office of the Parks and Recreation Department. Performs a variety of administrative and technical tasks, often of a confidential nature. Receives and screens visitors and telephone calls; performs general office work, compiles, enters and manipulates data to generate reports and other statistical work products; maintains calendar of events; prepares correspondence from draft to signature; performs purchasing and budgeting functions; authorizes expenditures and payment of accounts; receives, receipts, reconciles, and deposits funds; reconciles requests and invoices; maintains personnel, insurance, payroll, workers compensation and fixed asset programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assists Director with yearly budget preparation and prepares all purchase requests for department.

Works with director in day-to-day operations; supervises all aspects of registration for the department's programs.

Works directly with recreation and sports directors to ensure department guidelines are followed.

Collects all fees for registration and activities and makes deposits; directs all daily accounting of revenues and deposits.

Assists Director with time and work records for full time and seasonal employees; maintains all records for regular time, overtime, sick leave, holidays, and vacation.

Assists Department staff with the work order system to ensure receiving and processing is accurate.

Manages, handles, and accounts for year round facility rentals of available department properties (buildings, fields and outdoor parks and pavilions). Coordinates with maintenance staff and cleaning crews the schedule of events and cleaning schedules.

Works with the rental and registration system daily to ensure proper functionality.

Greets customers, informs them of the recreational opportunities and provides all necessary information as required.

Maintains office file plan.

Evaluates and administers marketing and public relations information to public.