# PARKS & RECREATION DEPARTMENT

#### WARREN COUNTY PARKS AND RECREATION DEPARTMENT

#### JOB DESCRIPTION

- I. Name of Position: Business Manager / Executive Assistant to Director of Parks
- II. Organization Unit: Administrative Office
- **III.** General Summary: The Business Manager is the first point of contact with patrons entering the Administrative Office. This individual is responsible for various clerical, financial, and administrative duties and other assignments as delegated by the Director.
- **IV.** Qualifications: High school diploma; 2 or 4-year college degree (preferred); proficient in Word, Excel, PowerPoint, Outlook, and must be familiar with OneDrive. Must have excellent written/oral skills; ability to be positive with public. WCPRD is an equal opportunity employer.
- V. <u>Position Wage:</u> This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VI. Employee Classification: Non-Exempt

#### VII. Essential Job Functions:

- 1. Answer phone and disseminate calls and front desk reception.
- 2. Use current scheduling system to take reservations and payments.
- 3. Act as scheduling system coordinator with host company and WCPRD staff.
- 4. Balance Cash Journal and GL Distribution Report daily and maintain and distribute proper paperwork.
- 5. Process all miscellaneous income and complete bank deposits weekly.
- 6. Update revenue report with all revenue, refunds, and deposits.
- 7. Complete all assigned trainings.
- 8. Coordinate Director of Park's weekly, monthly, yearly schedule/calendar (Outlook).
- 9. Assist Director with special administrative projects throughout year.
- 10. Operate office radio (as part of agency communication system).
- 11. Coordinate weekly work schedules for all administrative office staff.
- 12. Coordinating changes for department page on County website.
- 13. Oversee inventory process of department in cooperation with park managers, superintendents, and administrative office staff.
- 14. Schedule all special events and tournaments in coordination with outside rental groups, as well as preparing all contracts and ensuring all payments and documents are received in compliance with deadlines.
- 15. Create and distribute all special events schedules on monthly or as-needed basis.
- 16. Operate, maintain, and update employee information and groups in AlertSense program.
- 17. Maintain points of contact for each league in the AlertSense program and responsible for sending out cancellation alerts (internal) to league representatives and to coaches, parents, and participants (external) via the AlertSense program (shared responsibility with Athletics Supervisor and other administrative staff as assigned by Director).
- 18. Coordinate monthly and special meetings with Advisory Board.
- 19. Review and update yearly SOP with Director.
- 20. Maintain and update various WCPRD contact lists, files, policies, forms, and handbooks.
- 21. Schedule interviews, prepare interview packets, maintain records, and attend interviews for job applicants.
- 22. Generate tournament and participation reports monthly for facilities and league activities.
- Create summary reports of all incidents, injuries, customer service reports, and complaints reported and Vehicle Inspections
  monthly and communicate to Director.
- 24. Attend administrative operations and special meetings with Director.
- 25. Complete various executive level projects and duties as assigned by Director.
- 26. Assist Director with long-term planning of events, projects, and functions of department.
- 27. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
- 28. Complete any other duties as assigned by the Director of WCPRD.
- 29. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.

### VIII. Special Work Conditions:

May be required to work some extended hours during inclement weather events or special projects

## IX. <u>Verification of Understanding Position:</u>

By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature	Date
Witness Signature	Date
Director WCPRD Signature	Date