



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Special Projects Manager / Executive Assistant to Director of Parks
- II. **Organization Unit:** Administrative Office
- III. **General Summary:** Organize, develop, assist, and manage various special projects for WCPRD
- IV. **Qualifications:** High school diploma, 4-year college degree in Recreation Administration desired, experience with project management, ability to multi-task efficiently, extensive knowledge of Microsoft PowerPoint, Word, Excel, and Google Docs, playground safety knowledge and experience; CPSI Certification required. WCPRD is an equal opportunity employer.
- V. **Position Wage:** 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:** Exempt
- VII. **Essential Job Functions:**
 1. Assist with department inventory and purchasing/pricing of various supplies.
 2. Creating, maintaining, filing of daily, monthly, quarterly, and yearly department files for both the Director / Administrative files of the department including maintaining updated manuals, brochures, and ordering materials.
 3. Create and maintain recordkeeping on all playgrounds.
 4. Create materials and conduct training for playground inspections for all staff.
 5. Responsible for all playground inspections of all park properties and their proper reporting (required to be a Certified Playground Safety Inspector).
 6. Complete, lead, and assist in designing various ball field, park, facility, landscaping, and playground projects. Assist the programming committee in all events and programs yearly.
 7. Responsible for various special event meetings, coordination, implementation, and conducting of a wide assortment of civic and public functions of WCPRD.
 8. Oversee and conduct all department public / private outreach programs and Thrive Summer Outreach Programs.
 9. Oversee the THRIVE Recreation Team Leader.
 10. Responsible for leading various staff training meetings.
 11. Complete all assigned training.
 12. Assist with various trainings and maintenance projects, event and supply coordination, and pricing for specific projects and materials.
 13. Assist in teaching First Aid/CPR/AED classes for the department.
 14. Assist the Director in coordinating various work orders with other park managers and maintenance staff.
 15. Assist with supervision of various staff at various functions, events, and programs.
 16. Complete various executive level projects and duties as assigned by Director.
 17. Attend Fiscal Court in the absence or at the request of the Director.
 18. Assist the SoKY Ice Rink Board and the operations of seasonal ice rink.
 19. Fulfill the duties and responsibilities of the Intern Coordinator.
 20. Responsible for the WCPRD Adaptive Water Sports program.
 21. Update systemwide WCPRD walking trail signage and maintain walking trail post markers.
 22. Share financial duties of Business Manager (i.e., run/balance GL and Cash Journal reports, deposit checks, and submit paperwork to Courthouse) as needed or assigned by Director.
 23. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 24. Complete any other duties as assigned by the Director of WCPRD.
 25. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- VIII. **Special Work Conditions:**
Some night and weekend work required. Meeting deadlines, staying organized and attention to detail is critical to this position.
- IX. **Verification of Understanding Position:**
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

Witness Signature

Director WCPRD Signature

Date

Date

Date