



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Business Manager / Executive Assistant to Director of Parks
- II. **Organization Unit:** Administrative Division
- III. **General Summary:** The Business Manager is responsible for overseeing various functions of the department, as well as performing 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 the public. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** May be required to work some extended hours during inclement weather events or special projects.
- VI. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
1. Answer phone and disseminate calls and front desk reception in absence of Administrative Receptionist.
 2. Use reservation scheduling system to take reservations and payments.
 3. Serve as scheduling system coordinator with host company and other WCPRD staff.
 4. Complete all assigned trainings.
 5. Coordinate Director's weekly, monthly, yearly schedule/calendar (Outlook).
 6. Assist Director with special administrative projects throughout the year.
 7. Operate office radio (as part of agency communication system).
 8. Coordinate all changes/updates for department page on County website, as well as handle all inquiries received via the website.
 9. Oversee all participation reporting and prepare annual participation report.
 10. 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.
 11. Create and distribute all special events schedules on a monthly or as-needed basis.
 12. 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).
 13. Coordinate monthly and special meetings with Advisory Board.
 14. Review and update yearly SOP with Director and administrative team.
 15. Meet with Programming Committee and serve on Social Media Committee at assigned times.
 16. Maintain and update various WCPRD contact lists, files, policies, forms, and handbooks.
 17. Create summary reports of all incidents, injuries, customer service reports, and complaints reported and vehicle inspections monthly and communicate to Director and Superintendents.
 18. Attend administrative operations and special meetings with Director.
 19. Complete various executive level projects and duties as assigned by Director.
 20. Assist Director with long-term planning of events, projects, and functions of department.
 21. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
 22. Complete any other duties as assigned by the Director of WCPRD.
 23. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- 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

Date

Witness Signature

Date

Director WCPRD Signature

Date