

**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: **Office Assistant II - Parks & Recreation**

II. NATURE OF EMPLOYMENT:

Hours/Per Week: 35

Rate: \$ 18.87 per hour

A. Permanent X

D. Temporary

B. Full-time X

E. Part-time

C. Seasonal

F. Benefits Full

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS March 21, 2019

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Website: ledyardct.org

B. FOR RETURNING APPLICATIONS
Mayor's Office

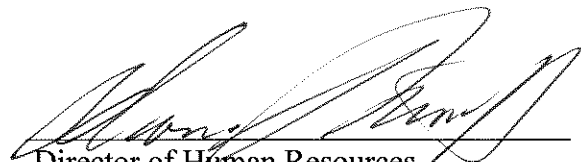
VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: February 27, 2019

Qualified disabled persons who with reasonable accommodations, can perform the essential functions of the job in question are invited to apply.


Not valid unless signed by the individuals below:

Approved by:



Director of Human Resources

Approved by:



Director of Finance

**TOWN OF LEDYARD
PARKS AND RECREATION DEPARTMENT
OFFICE ASSISTANT II
PARKS AND RECREATION**

NATURE OF WORK:

Provides administrative assistance in such areas as budgets, purchasing, accounting, fiscal record keeping, filing, human resources, correspondence and collection of monies. Duties include a variety of routine office duties. Provides assistance to the general public when required.

SUPERVISION RECEIVED:

Receives supervision from the Director, and Assistant Director.

SUPERVISION EXERCISED:

May supervise part-time and summer staff.

ESSENTIAL JOB FUNCTIONS:

Assists the public in person or by telephone by answering routine inquiries, or refers callers/visitors to the appropriate staff member.

Composes, types and proofreads correspondence, reports, forms and other documents including numerical data. Prepares and maintains general office documentation including bids, legal notices, flyers, etc.

Prepares Parks & Recreation Commission meeting agendas and minutes, monthly and daily financial reports, annual reports, Commission updates and quarterly flyers to residents.

Maintains computerized spreadsheets and databases, generates necessary reports. Maintains department website.

Compiles and maintains budgetary data, prepares purchase orders and payment vouchers. Maintains filing system for accounts payable, payroll, purchase orders and daily/weekly/monthly income.

Maintains inventory of office supplies as necessary.

Performs related work as assigned by the Director of Parks and Recreation.

****The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.****

QUALIFICATIONS PROFILE:

Knowledge, Skills, and Ability

Possesses knowledge of, and skill in utilizing, computers and general office machines. Knowledge of modern office practices and procedures.

Organizational skills, ability to prioritize, multi-task, meet deadlines, and interpersonal and telephone skills are required.

Demonstrates an ability to follow oral and written instructions, to organize and express thoughts and ideas through both oral and written communication.

Maintain confidential records and accurately prepare reports.

Establish and maintain effective working relationships with the public, Town officials, agencies, and other office staff.

Strong computer skills required, proficient in Microsoft Office Suite. Must maintain proficiency in other software programs as designated by the Director of Parks and Recreation.

Must have experience in dealing with general public on a daily basis. Provides necessary assistance to all forms, registrations, park/field permits or related paperwork to all visitors.

Ability to insure the confidentiality of and protect the integrity of the Town of Ledyard.

Experience and Training

Graduation from an accredited business school or Community College with a certificate in a Secretarial Science Program or degree in office management and one year of experience; or a high school diploma or GED and four years secretarial or office administration experience reflecting progressive responsibility.

Additional Requirements

- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.
- Means of transportation.
- Means of contact.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision, peripheral vision,

depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where subjected to aggressive verbal behavior.

LICENSE OR CERTIFICATE

Valid Motor Vehicle Operator's License.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Adopted by the Ledyard Town Council on _____

Linda Davis, Chairman