



Pleasant Valley Recreation and Park District Job Description

Job Title: Admin. Worker Special Projects
Department: Administration/Parks/Recreation
Reports To: General Manager or Designee
Category: Staff

FLSA Status: Part Time
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: This is an hourly position, limited to working approximately 15 hours per week. If applicable this position will not exceed 1000 hours per fiscal year. This position is non-benefited and is designated as a non-classified, at-will position and will receive immediate supervision from higher level supervisory staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Perform complex administrative and professional work on a wide variety of project management and District functions. These functions may encompass providing technical support, administrative responsibilities or field work. The position works closely with the General Manager and the Directors to define and accomplish established strategic goals, objectives and business strategies. Strives to be pro-active and looks for innovative solutions to resolve problems. Functions will be to work in any one of the Departments assisting with a high level of skill and/or specialized skills to include but not limited to: project management, principles of urban land use, District ordinances/regulations, customer service, and issue resolution techniques, community organization, governmental budget preparation and administration. This position may be required to perform other duties as assigned when needed.

OTHER SKILLS AND ABILITIES:

- Understand the principles and practices of public administration, applicable laws and regulations.
- Understand English usage, spelling, grammar and punctuation, as applicable.
- Be proficient in using a personal computer, a variety of computer software and other equipment essential to performing daily activities.
- Problem solve and use reason even when dealing with complex, confidential, and sensitive topics.
- Communicate tactfully and effectively with all levels of staff, Board of Directors and public, both in writing and verbal presentations with organized thoughts using proper sentence construction, grammar and punctuation. Understand procedures, processes and forms related to assigned area.
- Perform procedures in an organized and accurate manner.
- Understand and carry out oral and written instructions.
- Develop favorable public relations and maintain an appearance that projects a positive image.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and outside contractors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.



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EDUCATION and/or EXPERIENCE: Bachelor's Degree in Accounting, Finance or Business is preferred along with a minimum of two years of progressive experience or the equivalent combination of education and experience with a specialized degree such as Architecture, Parks Planning, Engineering, etc. as needed per project.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.