

THE TOWN OF
PO BOX 2002 • 210 E. MAIN ST.
BUENA VISTA, COLORADO 81211



BUENA VISTA
P: 719.395.8643 • F: 719.395.8644
WEB: WWW.BUENAVISTACO.GOV

Job Title: Recreation Administration Assistant

Pay: \$14-16/hour

FLSA: Nonexempt

Days & Hours: Year-round, part-time position. Average of 15 hours/week.

JOB SUMMARY

Under the direction of the Recreation Director, the Recreation Administration Assistant will engage in specific office duties to help our team stay organized, efficient, and current with our daily workload and communication needs. Candidates should assist our department by handling office tasks and providing polite and professional assistance in-person, via phone, mail, and emails; in general, being a helpful and positive presence in the workplace.

JOB DUTIES

The following statements illustrate the job's essential functions and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Focusing on customer service
- Answering phones
- Replying to emails
- Helping with in-person questions at the Rec Department
- Assisting with updating our website
- Creating internal and external memos
- Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Develop and update administrative systems to make them more efficient
- Write letters and emails on behalf of other office staff
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of monthly meetings

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven administrative or office assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office and Google Suite

Skills and Abilities:

- Ability to communicate effectively orally and in writing, including positive conflict resolution and customer service skills.
- Ability to use personal computers and smartphones for communication, word processing, database management, spreadsheet applications, and website management.
- Ability to establish and maintain effective working relationships with staff and community members.

EDUCATION AND EXPERIENCE

- **Education/Training:** Minimum of a high school diploma required. Associates or bachelor’s degree from an accredited college or university is preferred.
- **Work Experience:** 1) Experience in office administration; 2) Experience working effectively in group environments and working with volunteers is highly preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here represent those that an employee must meet to successfully perform the job functions. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Some duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Some duties are performed outdoors, including in inclement weather, uneven terrain, and extreme noise.
- **Physical:** Frequent sitting, standing, step climbing, and walking. May require climbing, balancing, bending, stooping, squatting, kneeling, and/or crouching.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. The employee must be able to use a telephone.

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____