



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Executive Administrative Assistant
II. Organization Unit: Administrative Division – Assigned to Financial Manager
III. General Summary: This individual is responsible for assisting with all administrative office functions...
IV. Qualifications: High School Diploma; 4-year college degree (preferred); ability to be positive with public...
V. Special Work Conditions: Work is primarily indoors; be able to work within tight deadlines...
VI. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire...
VII. Employee Classification: Exempt
VIII. Essential Job Functions: 1. Answer phones and direct to the proper location, if needed. 2. Attend all required meetings. 3. Complete all assigned training. 4. Process payroll. 5. Assist with all aspects of accounts payable. 6. Process all accounts receivable in the form of checks and making deposits. 7. Assist with employee file retention processing. 8. Assist with HR (Employee Benefits). 9. Assist with filing and coordination of administrative files for Director and other administrative staff at request of Director. 10. Schedule interviews, prepare interview packets, maintain records, and attend interviews for job applicants. 11. Schedule and execute staff training of new employees. 12. Operate, maintain, and update employee information and groups in AlertSense program. 13. Coordinate and publish weekly work schedules for all administrative office staff and Director/Superintendents. 14. Oversee the inventory process of department in cooperation with park managers, superintendents, and administrative office staff. 15. Attend Programming Meetings and serve on Social Media Committee at assigned times. 16. Assist with implementation and training of new payroll, work order system, online OSHA training, and reservation system. 17. Assist with creating various forms, reports, and files for department. 18. In charge of updating Job Descriptions annually and ensuring all employee signatures. 19. Update and maintain the WCPRD Forms and Policies file and update all forms on the parks' website. 20. Assist with various special projects as assigned by the Director. 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