



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Financial Manager / Executive Assistant to Director of Parks
II. Organization Unit: Administrative Division
III. General Summary: This individual is responsible for overseeing financial operations of the department...
IV. Qualifications: High School Diploma; 4-year college degree (preferred); ability to be positive with public...
V. Special Work Conditions: Primarily indoor job; 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. Process all daily purchase orders and enter purchases into budgeting system...
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