## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

## JOB DESCRIPTION

- I. Name of Position: Special Projects Manager / Executive Assistant to Director of Parks
- II. Organization Unit: Administrative Division
- III. General Summary: Organize, develop, assist, and manage various special projects for WCPRD. In addition, this individual shares responsibilities with the Senior Center Manager of hiring, training, supervising, and evaluating interns.
- IV. Qualifications: High school diploma, 4-year college degree in Recreation Administration desired, experience with project management, ability to multi-task efficiently, extensive knowledge of Microsoft PowerPoint, Word, Excel, and Google Docs, playground safety knowledge and experience; CPSI Certification required. WCPRD is an equal opportunity employer.
- Special Work Conditions: Some night and weekend work required. Meeting deadlines, staying organized, and attention to detail is critical.
- VI. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VII. Employee Classification: Exempt / Salary (Exempt position requires work weeks exceeding forty (40) hours on a regular basis. Employee agrees to adhere to this classification type.)

## VIII. **Essential Job Functions:**

- 1. Assist with department inventory and purchasing/pricing of various supplies.
- Creating, maintaining, filing of daily, monthly, quarterly, and yearly department files for both the Director / Administrative files of the department including maintaining updated manuals, brochures, and ordering materials.
- Create and maintain recordkeeping on all playgrounds. 3.
- Create materials and conduct training for playground inspections for all staff.
- Responsible for all playground inspections of all park properties and their proper reporting (required to be a Certified Playground Safety Inspector).
- 6. Complete, lead, and assist in designing various ball field, park, facility, landscaping, and playground projects. Assist the programming committee in all events and programs yearly.
- 7. Responsible for various special event meetings, coordination, implementation, and conducting of a wide assortment of civic and public functions of WCPRD.
- 8. Oversee and conduct all department public / private outreach programs and Thrive Summer Outreach Programs.
- Oversee the THRIVE Recreation Team Leaders.
- 10. Coordinate and issue with WCPRD staff all job fairs, school functions (inflatables), wellness fairs, etc. all swag and setup gear.
- 11. Responsible for leading various staff training meetings.
- 12. Complete all assigned training.
- 13. Assist with various trainings and maintenance projects, event and supply coordination, and pricing for specific projects and
- 14. Assist in teaching First Aid/CPR/AED classes for the department.
- 15. Assist the Director in coordinating various work orders with other park managers and maintenance staff.
- 16. Assist with supervision of various staff at various functions, events, and programs.
- 17. Complete various executive level projects and duties as assigned by Director.
- 18. Attend Fiscal Court in the absence or at the request of the Director.
- 19. Assist the SoKY Ice Rink Board and the operations of seasonal ice rink.
- 20. Fulfill the duties and responsibilities of the Intern Coordinator (shared with Senior Center Manager).
  - Interview and ensure the Intern has completed the WCPRD background check and all required paperwork.
  - Submit the intern information at least two weeks prior to the start of his/her internship to the Director so the Intern can get b. approved in Fiscal Court prior to the start of the internship.
  - Ensure Intern has completed all necessary trainings and administrative paperwork before working with other park staff. C.
  - Ensure that Intern receives maintenance training prior to working with other managers. d.
  - Communicate with the Intern and WCPRD Managers in creating the Intern's weekly work schedule. e.
  - Ensure the Intern gains exposure to all aspects of WCPRD and its operations. f.
  - Check in weekly with the Intern to ensure individual is on track and answer any questions. g.
  - Meet with the Intern and complete the mid-term and final evaluations based on the manager's checklists.
  - Submit weekly time sheets for payroll to the Administrative Office Assistant, if the intern has a paid internship. i.
  - Report any issues to the Director of the department immediately.
  - j. k. Approve and supervise the Intern's project.
  - Complete all paperwork and evaluations at the end of the internship including the final WCPRD evaluation.
- 21. Responsible for the WCPRD Adaptive Water Sports program.
- 22. Update systemwide WCPRD walking trail signage and maintain walking trail post markers.
- 23. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
- 24. Complete any other duties as assigned by the Director of WCPRD.
- 25. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that IX. 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