



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.
IV. Qualifications: High school diploma, 4-year college degree in Recreation Administration desired...
V. Special Work Conditions: Some night and weekend work required.
VI. Position Wage: This is a full-time position.
VII. Employee Classification: Exempt / Salary
VIII. Essential Job Functions: 1. Assist with department inventory... 20. Fulfill the duties and responsibilities of the Intern Coordinator...
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...

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date