

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Administrative Assistant III- Special Events Coordinator, Accounts Receivable	Department:	Parks & Recreation
Requisition Number:	2018065		
Hours:	40 hours/May Vary	Rate of Pay:	\$18.9158 per hour
Date Posted Up:	1/19/2018	Date Posted Down:	1/23/2018
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Responsible for sales/rental of the facility, processing and record keeping of facility accounts receivable, processing of memberships

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as primary administrative staff for sales and rentals;
- Provides direct customer service/sales to rental clients (i.e. customer conferences, leads, bookings, confirmation letters, processing payments and refunds, coordination of set ups, tear downs and other functions as required);
- Completes follow-up sales calls;
- Organizes and plans Parks and Recreation Department sponsored events hosted at the Conservatory;
- Creates and maintains master electronic facility schedule;
- Maintains records for facility processing and tracking accounts receivable;
- Processes invoices for payment and maintains paid invoice files for the facility; prepares bank deposits; manages revenue receipt for POS system creates and distributes daily reports; creates facility attendance reports as needed;
- Processes caterers' contracts, correspondence and payments;
- Processes memorial donations and sends appropriate correspondence to donors
- Maintains all appropriate files for the Conservatory (paper and digital);
- Creates and maintains data bases (e.g., rentals, tours, membership, general customers) for mailing and other purposes;
- Processes membership letters for new, renewed, and expired members and sells memberships;
- Administers gratis admission procedure;
- Maintains a knowledge base on the operation of office equipment, trains other staff in the operations of office equipment, e.g., the copier, as needed;
- Learns about and assists volunteers and staff in the use of the POS units at the front desk and in the gift shop as needed;
- Inventories and requests office supplies/equipment as needed;
- Provides general information about the Conservatory and other community attractions; distributes event and exhibit information as necessary for inclusion in various publications/postings (e.g. Community Calendar, WhatzUp);
- Distributes mail; processes paperwork and handles delivery of bulk mail to the post office;
- Attends local marketing/attractions meetings as needed;
- Inspires high performance in all paid and volunteer staff through example;
- Presents recommendations for office supplies/office equipment budget, assists in developing facility budget, assures compliance to budget within his/her area, and strives to achieve cost savings;
- Participates fully and supportively as an integral part of the Conservatory team;
- Assists in the development and delivery of educational and entertainment programming as needed.

MARGINAL FUNCTIONS

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree or two or more year's college classes in business and sales; and/or two or more year's related experience in sales and customer service; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

COMPUTER SKILLS

Demonstrated knowledge and experience in using databases and financial software. Proficiency in data processing software.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is often required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.