

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Clerical – Community Center</b>	Department:	Parks & Recreation
Requisition Number:	2019142		
Hours:	25 hours per week	Rate of Pay:	\$13.1493 per hour
Date Posted Up:	6-4-19	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the PFC Rec Specialist the incumbent will be on site open/close the building for programs/classes and perform a variety of the Community Center’s general office activities. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Follows opening and/or closing procedures for the building;
- Sets-up/tear down rooms for programs and activities as needed;
- Prepares opening/closing monies as needed;
- Accurately completes daily reports; Completes deposits to go to the bank from monies turned in with the daily report;
- Assists in greeting and helping the public coming to the facility;
- Answers and directs telephone calls to appropriate staff person;
- Covers front Information Desk if volunteer is not available;
- Puts together and posts monthly work schedules of volunteers for the Information Desk; Circulates and posts weekly staff work schedules; Compile class and activity information to build facility schedule and post on a regular basis;
- Operates all office equipment, including fax machine, copier, personal computer, network copier and telephone;
- Accurately files information (both paper and electronic);
- Checks keys in and out as needed;
- Prepares outgoing mail, sorts in-coming mail and places in appropriate boxes-reading addresses very carefully;
- Processes program registrations;
- Sends birthday cards each month to active volunteers;
- Helps to enter and track program or facility data;
- Develop spreadsheets, signage and promotional material;
- Assist staff with, for activities, programs, and classes currently in place. These activities are held on a daily, weekly and monthly schedule as well as once a year events;
- May assist with interviewing and works with volunteers for placement, scheduling and organizing in the various areas of the Community Center;
- Maintains monthly bulletin board;
- Assists with researching and contacting potential resources for programs, activities, or instructions, ex. locates bands for special dances;

- Assist with supplying program/ class leader with a roster, attendance sheets, contracts for payment if applicable; any prearranged supplies or equipment; program/ class leader and participant evaluations of the programs/ classes; supplies key and key card to facility if appropriate; in instances when volunteers have responsibilities accurate documentation is needed and volunteers are to be shown the procedures;
- Maintains accurate records;
- Turns in monthly reports to supervisor;
- Completes forms accurately;
- Establishes and maintains effective relationships with supervisor, coworkers, volunteers and the general public;
- Participates in training as required by the Parks & Recreation Department and the City of Fort Wayne.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises volunteers and instructors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **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**

- High School Diploma or equivalent GED with record keeping experience;
- Must possess previous money handling experience;
- Computer skills necessary---Microsoft Office products & other software programs,

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Ability to accurately add, subtract, multiply and divide;
- Communicates effectively both orally and in writing.

### **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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **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**

- Valid Indiana Drivers License if City vehicle is used;
- Maintains a CPR and First Aid certification.

## **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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **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 outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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.