

PICKAWAY COUNTY

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Executive Management Assistant

DIVISION: Pickaway County Park District

CIVIL SERVICE STATUS: Classified per ORC 124.11 (A)(8) FLSA non-exempt

EMPLOYMENT STATUS: FT/Reg

REPORTS TO: Park District Executive Director

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality of information
- Demonstrates regular and predictable attendance

POSITION SPECIFICS:

The position works mainly in an office environment, from 8 a.m. to 4 p.m., Monday thru Friday, with occasional weekend and evening hours. The office is located at 141 W. Main St., Suite 400, Circleville, Ohio. The position does routinely require working outdoors to plan, implement and monitor District programs and facilities, and may require attendance at local, state, or national park & trail related conferences. Starting pay is \$18/hr, with a full county benefit package; including health care and retirement. After a successful six month probationary period, base pay will be raised to \$18.50/hr.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Assists the Exec Director with planning and implementing programs and projects that further the outdoor recreation mission of the Park District
- Performing a variety of highly responsible, confidential and executive administrative duties including, research, financial and statistical analysis, budgeting and report development
- Grant writing and submittal
- Assistance with the development, production and distribution of Park District informational materials
- Park District website and social media responsibilities
- Outdoor education program planning, development and implementation
- Purchasing and invoice/voucher processing
- Networking with citizens and other outside groups in the development of District programs and facilities
- Communicating with the public and addressing internal and external inquiries
- Works closely with agencies, firms, and contractors in project development and implementation
- Assumes responsibility for District operations in the absence of the Executive Director.
- Ability to attend monthly Park Board and related organizational meetings
- Performs other related duties as required

QUALIFICATIONS:

- A Bachelor’s degree in Business or Public Administration, Parks & Recreation, Natural Resources or closely related field, with a minimum of one year of experience in a public agency is preferred. An associate’s degree in any of the above fields with extensive, related, work experience may be an adequate substitute of education and experience.
- Must be an accomplished operator of personal computers, copiers, calculators and other standard office equipment.
- Must be proficient with Microsoft Office software including Word, Excel, Access and PowerPoint.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, intranet, electronic resources, internet, other miscellaneous County related software applications.

EQUIPMENT OPERATED

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, laptop with LCD projector, motor vehicle.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio Driver’s License, and the ability to safely operate a motor vehicle.

A US citizen or legal authorization to work in the United States

Must submit to, and pass, a pre-employment background check and drug & alcohol drug screen.

Executive Management Assistant – Park District

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

_____ /_____/_____
Approval of Appointing Authority *Date*

_____ /_____/_____
Employee Signature *Date*

Date Adopted: 4/6/18