

Position Profile --- DRAFT

Title: **Administrative Clerk**

Incumbent: **New Position**

Reports to: **Office Administrator**

Approved by: _____

Incumbent Sign-off
Grade:

Date assigned:

Revision Date:
9/2023

I. POSITION PURPOSE :

In order to support the administration and board of commissioners of the Ashtabula County Metroparks, an administrative professional and Clerk of the Commission shall maintain all files and activities of the two entities as instructed by the Office Administrator.

III. DUTIES AND RESPONSIBILITIES:

1. Serves as principal receptionist.
2. Accepts payments from the public or established park fees and charges, creating receipts and pay-in documents.
3. Tracks and maintains park reservation system.
4. Tracks/posts receipts and expenditures.
5. Assists with the preparation and issuances of purchase orders.
6. Organize, sort, reconcile and/or files documents related to accounts payable/receivable, payroll and other financial areas.
7. Assists with and/or prepare payroll.
8. Prepares correspondence as assigned.
9. Issue/track inventory.
10. Perform confidential secretarial and administrative support for the board and office administrator; including but not limited to drafting correspondence,

directives, and other documents; proofreading; maintaining files of all varieties.

11. Serves as Clerk to the Commission, including posting public meeting notices, as required by the Sunshine Law.
12. Attends Commission meetings; takes and transcribes minutes and follow-up to those meetings and other meetings as assigned.
13. Assists in the preparation of the meeting agendas, resolutions and related Commission documents.
14. Produces and organizes information packets for Commission meetings, as well as the arrangements for the location and set-up.
15. Maintains the Official Records.
16. Responds to Public Records Requests.
17. Proactively posts, message and manages regular social media communications, with input from all park district staff. Maintains updates to the website.
18. Organizes, leads or provide information to volunteers, as assigned.
19. Participates in the grant writing process as directed by the Office Administrator.
20. And, other duties as assigned temporarily or long-term.

III. REPORTS PREPARED:

Bank deposits
Unpaid Account Report
Reservations
Purchase Orders
Correspondence
Inventory
Commission Agendas and Minutes
Statistical Data
Public Records Requests

IV. INTERFACE:

Internal: All Park staff and Commission members

External: Park visitors, callers, and members of the public

V. QUALIFICATIONS:

Education: Prefer associate or bachelor's degree in business or government related field

Experience: At least 2 years of administration experience

Must be bonded by the park's insurance company.

VI. SPECIAL REQUIREMENTS:

1. Proficient at planning & scheduling.
2. Excellent Verbal & Written Communication Skills.
3. Organizational skills & ability to prioritize.
4. Background and experience appropriate for effective problem solving.
5. Ability to multi-task and prioritize based upon park user needs & requirements.
6. Excellent customer service & developed management skills along with the ability to work around those in bereavement and to deal with death.
7. Sense of urgency.
8. Reliability and dependability.
9. High level of experiences developing spreadsheets, account/financial software; Microsoft applications, especially Excel and Word.
10. Excellent keyboard skills.
11. Excellent office equipment skills.
12. Prefer grant writing experience.
13. Must maintain a professional relationship with all staff and commission members.

VII. EQUIPMENT UTILIZED:

Computers
Cell phone
Printers
Postage machine

VIII. Physical Requirements:

1. Employee may be required to stand, walk, push, pull, reach overhead & bend to the floor.
2. Exert up to 25 pounds occasionally.
3. Visual Acuity-Normal requirements for reading written instructions, other information & computer screens.
4. Hearing Ability-Normal requirements for understanding verbal instructions.
5. Working Conditions- The employee is subjected to normal office environment/surroundings with intermittent exposure to high noise levels, inclement weather, etc.

IX. POSITION DIMENSIONS:

- a. Number of employees directly supervised: 0
- b. Number of employees indirectly influenced: All staff

X. WAGE

Depending upon education, experience and trainability: \$36K to 40K Annually.

Note: The Metroparks reserves the right to modify i.e. add to or change the duties of this job description at any time.

September 2023
DRAFT