

EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT

City of Vidalia is accepting applications for an Administrative Assistant.

Purpose: Responsible for providing administrative and clerical support for department operations for the Vidalia Recreation Department.

Desired Minimum Qualifications:

- A. High school diploma or equivalent required
- B. Experience and/or training that includes 2 years secretarial work, office administration, light accounts payable work, or customer service is preferred.
- C. Must possess a valid State driver's license or have ability to obtain one prior to employment
- D. Be able to pass city requirements for background check

Position shall be full-time with excellent benefits. If interested, contact Shikima Johnson, HR Director at City Hall 912-537-7661 for a full job description and application or visit our website at www.vidaliaga.gov. Applications will be accepted through **December 9, 2022 until 5:00 p.m.** or until filled.

The City of Vidalia is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.



Administrative Assistant Recreation

REC/5

JOB SUMMARY

This position provides administrative support for department operations.

MAJOR DUTIES

1. Provides administrative support for day-to-day office operations.
2. Manages department software.
3. Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; takes messages.
4. Obtains purchase order numbers and writes requisitions.
5. Assists customers in the rental of department facilities; manages contracts, payments, and key inventory.
6. Receives and enters new employee applications.
7. Assists new employees with E-Verify forms; copies drivers license and Social Security cards; enters employee data into E-Verify system.
8. Types schedules, rosters, and rules for sports teams; creates fliers; copies and organizes packets for area schools.
9. Receives and balances funds.
10. Fills out payroll sheets for part-time employees.
11. Registers program participants and enters payments.
12. Recruits and trains Cheer Moms; prepares cheer schedules; orders shirts.
13. Picks up mail from Post Office.
14. Submits all refunds to City Hall for payment to customer.
15. Types agendas and board minutes; organizes packets for board meetings.
16. Orders office supplies.
17. Sends program and event information to the local media.
18. Plans, organizes, and prepares invitations for the annual Christmas party.
19. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern office practices and procedures.
2. Knowledge of computers and job-related software programs.
3. Knowledge of departmental policies, procedures and functions.
4. Skill in the provision of customer services.
5. Skill in public and interpersonal relations.
6. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, volunteers, program participants, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Associates degree required.
- More than two years of related experience required.