

**Town of Wethersfield
Parks and Recreation/Social and Youth Services
Director's Secretary/Office Manager**

DEFINITION:

Supervise office staff and work output to meet the needs of the assigned department(s). Provide administrative assistance of a confidential, complex and responsible nature. Manage financial recordkeeping processes and oversee maintenance of department records. Provide & exemplify customer service. Perform administrative functions as assigned.

DESCRIPTION OF DUTIES:

Direct supervision and training of office staff.

Coordinate all information and paperwork between clerical and professional staff.

Coordinate office personnel staffing to ensure office coverage.

Provide customer service to public and train office staff in customer service skills.

Establish and maintain complex and confidential records and files.

Establish and maintain security and control of appropriate forms used by department personnel and the public containing confidential information.

Maintain financial records and controls for all fees and revenues collected by the department(s).

Process department expenditures through accounts payable and coordinates purchasing procedures. Verify expenditures are in conformance with budget approvals and funding limits.

Review and approval of all materials for distribution to the public including program information, correspondence, news releases, meeting agendas and minutes.

Prepares statistical information and reports as required.

Other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.

Ability to get from one location in the office or work site(s) to other locations in and outside from the primary office work site(s). Ability to sit and/or stand for long periods of time.

Ability to reach and bend, and push/pull or lift objects less than thirty pounds.

Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.

Ability to see and read objects closely as in reading narrative or financial reports. Ability to read plans, maps and diagrams and read from a computer monitor. Ability to see objects far away as in driving.

Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to maintain files, records, spread sheets and database and make mathematical calculations using a calculator.

Ability to concentrate on complicated detail and complex issues with some interruption, pressure and changing priorities.

Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned.

Ability to use knowledge and reasoning to solve complex problems.

Ability to distinguish between public and confidential information and handle appropriately.

Ability to learn and apply new information, technology and legislation applicable to departmental activities.

Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electro-magnetic radiation as in CRT's.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of standard office management and clerical procedures.

Ability to process specialized forms, records and applications.

Knowledge of general accounting practices and ability to reconcile accounting records.

Ability to advise individuals on requirements and procedures.

Ability to type and operate office equipment and data entry devices.

Ability to supervise and manage personnel and work procedures with a willingness to make decisions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Management or closely related field and three years progressive work experience in an office setting, or a Bachelor's degree with five years progressive work experience in an office setting. Valid Driver's License. Proficiency in *Microsoft Word* and *Excel*.

DESIRABLE BACKGROUND:

Prior Administrative Assistant and Office Manager experience of a responsible nature in a government office, service business, or related field. Prior experience with *Munis* and *Rec Trac*.

The above job description is illustrative and not a complete itemization of all facets of any job.