

STAFF ASSISTANT (PARKS, RECREATION AND CONSERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing operational and/or programmatic support functions to implement the goals of the department. An incumbent may conduct special studies, prepare reports, make recommendations, concentrate in a specific area of the department, etc. An incumbent is expected to exercise independent judgement within established policies and procedures. Supervision is exercised over subordinate clerical and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Analyzes statistical and financial studies and reports and makes recommendations to assist in budget preparation and financial reporting; audits divisional records to maintain efficiency in recordkeeping;

Assembles information for various departmental reports, including budget preparation, and financial reports and provides training for divisional financial recordkeeping staff on departmental financial policies, procedures and guidelines;

Reports status of problems to supervisor and participates in planning and implementing solutions;

Assures that supplies, equipment and materials are available for programs; assists in the ordering of supplies and equipment for facilities within divisions; reviews and submits purchase orders;

Recruits, trains, and evaluates volunteers and staff for the various parks, recreation, and environmental programs;

Assigns, supervises and provides orientation to volunteers and staff;

Prepares exhibits for presentation at PRC programs;

Coordinates grant applications and participates in the administration of grants;

Represents supervisors in contacts with the public;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE ABILITIES AND ATTRIBUTES: Knowledge of the principles and practices of recreation administration; ability to plan, organize, evaluate and supervise recreational programs and events in performing work assignments; ability to communicate effectively, both orally and in writing; ability to deal effectively with the public; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position;

FULL PERFORMANCE ABILITIES AND ATTRIBUTES (cont'd): initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) four years experience or its part-time equivalent in which the primary function of the position was recreational activities, ecology programs, or nature conservancy; or (b) four years of experience where the primary function of the position was financial recordkeeping, account keeping or auditing, performing secretarial functions*; record auditing, or supervising subordinate clerical positions.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year-for-year basis for up to four years of the above experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*DEFINITION: In this case, secretarial functions do not refer to receptionist functions, data entry, answering telephones, etc.