

OPERATIONS ASSISTANT - PRC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Department of Parks, Recreation and Conservation, is responsible for serving as a liaison between Parks administration and park facility managers throughout the Parks system to ensure departmental fiscal policies and standard operating procedures are followed. Duties include the dissemination of these procedures to all facility managers and staff in the field involved in financial operations and in maintaining financial controls, and/or in ordering supplies and equipment; performing field audits to ensure compliance, and participating in developing departmental controls and procedures in order to train staff in the field. Other duties include gathering information from facility managers to assess seasonal staffing needs; conveying requests from facility managers for supplies and equipment to administration, and training and assisting staff in all departmental purchasing activities. Supervision may be exercised over clerical and/or seasonal employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works with managerial and professional staff in establishing standard operating procedures for the department, as well as financial and payroll controls and procedures to ensure an understanding of fiscal operations throughout the department and in order to provide technical assistance in the field;

Assists executive management by disseminating information about the department's fiscal policies and procedures to park and facility managers in the field;

Works with managerial and professional staff within Parks administration in auditing park facility financial records to ensure compliance and consistency in the application of policies and procedures throughout the parks;

Trains financial record keeping staff in the field on all departmental financial and payroll policies, procedures and guidelines;

Audits records of cash reports, inventory of tickets and park passes issued to ensure accuracy and compliance; notes any irregularities and reports to the appropriate professional and managerial staff;

Assists Facility Supervisors, i.e. Park Superintendents, Recreation Supervisors, Golf Course Managers, Curators etc. in preparing work orders and requisitions for supplies and equipment and materials by researching specifications and best pricing available in accordance with the County's procurement policies;

Performs both scheduled and random audits of work orders and cash reports of park facilities throughout the year to ensure accuracy and compliance; alerts administration of any inconsistencies, or suspicions of theft or fraud;

Prepares daily cash reports (i.e. pool, parking receipts);

Conducts regular banking activities such as depositing money and/or obtain change for cash registers;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains time and attendance records; reports same to PRC headquarters;

Assists in payroll review and submission;

Resolves difficulties and complaints of park patrons;

Instructs seasonal employees on departmental rules, regulations and procedures (i.e. the enforcement of park permits);

Schedules work hours of attendants and reviews lifeguard schedules to ensure proper coverage;

May assigns work activities to seasonal employees to ensure efficient park operations;

May monitor the job performance of seasonal employees;

Assists the Facility Supervisor in annual budget preparation by estimating and pricing projects for the upcoming year;

Maintains inventory and records of supplies and equipment ordered for all PRC facilities; assists in the inspection of equipment for required maintenance for all PRC facilities;

Uses computer applications such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the policies and procedures utilized in park operations; familiarity with the types of facilities found in public park areas; familiarity with the rules, regulations and procedures of the Department of Parks, Recreation and Conservation; familiarity with personnel record keeping; familiarity with financial record keeping; ability to make mathematical computations (addition, subtraction, multiplication, division); ability to keep daily cash records; ability to maintain simple records and files; ability to understand oral and written instructions and regulations; ability to plan and supervise the work of others; ability to prepare basic reports; ability to deal with others tactfully and effectively; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; accuracy; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of office experience which included performing functions such as issuing permits, maintaining files, cashiering, or other similar clerical functions.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the required experience.

SPECIAL REQUIREMENTS: Possess and maintain a valid license to operate a motor vehicle in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.