

# TOWN OF SOMERS

## Position Description

**Title:** Administrative Assistant  
**Department:** Recreation and Leisure  
**Reports To:** Director of Recreation and Leisure

**Supervises:** None  
**FLSA Status:** PT– non-exempt  
**Bargaining Unit:** N/A

**Position Summary:** Provide administrative support in assigned department to enhance that department's goals. Provides accurate, timely and high-quality service to all internal and external customers.

### Major Job Duties:

General administrative duties including answering phones, greeting visitors, assisting with program sign up.

Dial a ride responsibilities include but not limited to scheduling weekly routes as appointments are made and calling residents with next day pick up times.

Prepare and execute mass communication practices including social media posts, newsletters, press releases, email marketing campaigns, and others as needed.

Assist with Recreation and Leisure events including planning, advertising, shopping, decorating, serving, setup/breakdown including maintaining general cleanliness.

Assist other program staff and volunteers as needed.

Cultivate new communication strategies and practices to increase scope and effectiveness of community outreach and engagement.

Assist with other Departmental operations as necessary.

**Technical** – Maintain and update accounts and/or records. Prepare and distribute correspondence, billing, and other related mailings. Prepare various reports, statements, summaries, and schedules. Assist in the development of office procedures, forms, and reports. With guidance and direction from supervisor, prioritize and coordinate own work assignments and projects. Perform data entry work on department-specific computer system. May help to train new staff in duties and responsibilities of position. Research, analyze, and complete special projects as assigned. May handle cash in the course of performing job duties; may coordinate, account for, and prepare bank deposits and prepare appropriate receipts. May reconcile cash/checks with cash register records. May secure cash, checks, and other payment documents.

**Teamwork:** Works cooperatively with department staff members in delivery of assigned department's services to internal and external customers. Work cooperatively with department staff to prioritize and complete assignments. Works cooperatively with other departments to maintain accurate and necessary town and regulatory records.

Approved by:

Approved by:

Last Revision Date: 6/21

Ops Mgr/on file

HR/on file

Page 1 Of 2

Date:

Date:

# TOWN OF SOMERS

## Position Description

### Qualifications:

- High school diploma and two years of general office work experience; associate's degree in a related field a plus.
- Strong interpersonal skills for public and internal contacts; ability to be friendly and helpful with public, as well as organized and accurate with staff and other departments is required. Clearly and effectively present accurate information to all customers.
- Proficient in the use of databases, experience with RecDesk and/or MySeniorCenter a plus.
- Proficient at intermediate levels with the Microsoft Office software suite (including Word, Outlook, Excel, Access and Powerpoint) as well as with web browsers to accomplish internet research as necessary. May perform word processing, spreadsheet, and database functions.
- Ability to handle several tasks simultaneously in a fast-paced environment where attention to detail is critical to success.
- Strong organizational skills to coordinate and maintain a variety of filing and financial record keeping systems, reporting, and other necessary record keeping and filing systems.
- Time management skills and knowledge.

### Physical Requirements:

This position is primarily situated in an office environment, with walking to and from other department locations. At times the environment may have extensive customer traffic, distractions and noise. Frequently, interactions will involve inquisitive customers, who may be agitated regarding their inquiries. The incumbent must be able to:

- Regularly speak to customers and listen to customer issues.
- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand for periods up to 15 minutes and walk to provide counter service to customers visiting the department.
- Regularly stand, lift, reach and bend. May need to lift items up to 35 pounds.
- Comprehend multiple instructions, short correspondence, and memos; ability to transfer instructions to practical applications.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

Approved by:

Approved by:

Last Revision Date: 6/21

Ops Mgr/on file

HR/on file

Page 2 Of 2

Date:

Date: