



# **JOB DESCRIPTION**

## **ADMINISTRATIVE ASSISTANT 1**

### **Springbrook Nature Center**

### **Parks and Recreation Department**

### **City of Fridley, Minnesota**

### **2 Openings – Opportunity for Job Share**

<b>Date:</b>	May 25, 2017
<b>Position Title:</b>	Administrative Assistant 1
<b>Department/Division:</b>	Recreation/Springbrook Nature Center
<b>Grade:</b>	A
<b>Wage Range</b>	\$15.57 - \$19.87 hourly
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director, Springbrook Nature Center

#### **ORGANIZATIONAL MISSION:**

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley to be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

**POSITION OBJECTIVE:** To provide customer service to park users, register program participants, and complete clerical work for the Springbrook Nature Center

#### **ESSENTIAL JOB FUNCTIONS:**

1. Receives and assists customers with registrations, reservations, questions and concerns over the telephone, email, and in person
2. Receives and makes telephone calls and emails providing information to the public
3. Maintains schedules, logs, and calendars according to established procedures
4. Copies and makes available manuals, flyers, event information and makes available to the public
5. Receives and provides receipts for financial transactions from program registrations and rentals
6. Handles necessary filing or digital storage of correspondence, documents, and program information
7. Assists with various mailings for the nature center
8. Inputs program registrations and data into computer using RecTrac software

#### **OTHER JOB FUNCTIONS:**

1. Processes Purchase orders and receipts for payment

2. Assists with processing and inputting nature center employee time records as needed
3. Assists in maintaining office inventory.
4. Types and distributes letters, memorandums, forms, and reports using via computer
5. Assists with special events and facility arrangements, as needed.
6. Other duties as assigned

**MINIMUM QUALIFICATIONS:**

1. High School Degree or GED equivalent
2. One year of basic office or administrative experience with strong customer service background and cashier skills
3. Schedule to accommodate one weekend day per week, or every other weekend.
4. Final candidate(s) must satisfactorily complete a thorough criminal background and reference check process.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Able to type efficiently and accurately for data entry and word processing
2. Proficient knowledge of personal computers, Microsoft Office Suite and contemporary office equipment such as photocopier and scanner
3. Ability to read and comprehend instructions, correspondence, and memorandums
4. Ability to write correspondence
5. Basic math skills including multiplication, addition and subtraction
6. Ability to maintain confidentiality and discretion while occasionally handling sensitive information
7. Ability to effectively and clearly communicate with the public vocally and in writing
8. Commitment to working in a positive and collaborative environment
9. Ability to balance administrative tasks while maintaining a priority on public service and guest interaction
10. Skill in occasionally dealing with and diffusing members of the public that may be upset or frustrated with park policy
11. Ability to work under pressure and/or with frequent interruptions.

**DESIRED QUALIFICATIONS:**

1. Experience using RecTrac or other similar program registration software
2. Previous experience in Nature Center or environmental interpretive center desirable.
3. Knowledge and enthusiasm for natural history.

**TOOLS AND EQUIPMENT USED**

Personal computer, printer, copy machine, multi-line phone, scanner, point of sale system

## **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

No requirements

## **WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of an Administrative Assistant 1. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

## **NOTICE:**

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation. If you are disabled and need additional assistance in completing this application or you need assistance with the testing process, please call (763) 572-3507. TDD number is (763) 572-3534.

## **HOURS AND SCHEDULE:**

This position is scheduled to work 26 hours per week. The schedule will be expected to be shared with another Administrative Assistant 1 to provide service during regularly business hours 9:00 a.m. and 5:00 p.m. Monday through Sunday. Some holiday hours will be expected. Hours may vary slightly in order to accommodate programming. Flexibility in the schedule will be considered.

## **COMPENSATION AND BENEFITS:**

Hourly wage is \$15.57 per hour. Benefits include employer's share of payments Public Employees Retirement Association, workers' compensation, and unemployment compensation.

## **APPLICATION PROCEDURE:**

Application materials may be downloaded from the City of Fridley's website at [www.fridleymn.gov](http://www.fridleymn.gov) or contact the City of Fridley directly at 6431 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. All application materials are due by 4:30 p.m. Friday, June 9, 2017. Applicants called back for interviews may be asked to complete additional testing.

**EEO/ADAAA**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Administrative Assistant 1  
**Department/Division:** Parks and Recreation/Springbrook Nature Center  
**Brief Description of the Job Performed:** To provide customer service to park users, register program participants, and complete clerical work for the Springbrook Nature Center

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics			X		Works with Others			X		Sitting				X
Reading			X		Works Alone		X			Standing		X		
Writing		X			Customer Contact			X		Walking		X		
Reasoning			X		Shift Work					Running				
Problem Solving		X			Extended Day					Lifting	X			
Attentiveness				X	Extreme Hot					Pushing/Pulling				
Work Supervision					Extreme Cold					Carrying	X			
Guidance Available				X	Extreme Noise					Bending at Waist	X			
Autonomy		X			Confined Area					Climbing				
Social Interaction			X		High Places					Repetitive hand motion			X	
Supervising Other Employees					Work Indoors				X	Twisting upper Body		X		
					Work Outdoors					Reaching		X		
					Mechanical Hazards					Kneeling		X		
					Electrical Hazards					Driving	X			
					Explosive Material					Crouching	X			
					Chemicals (OSHA Def).					Crawling				
					Fumes					Use arm muscles over extended periods	X			
					Gases					Use leg muscles over extended periods				
					Other					Over shoulder height work				
										Stationary desk or bench work with neck bent forward			X	
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	

**Demand Codes:**

Blank = Not Applicable or Not Present  
V = Very Infrequent, 1 to 2 times a week  
O = Occasional, up to 1/3 of time  
F = Frequent, 1/3 to 2/3 of time  
C = Constant, more than 2/3 of time

**The number to times the following weights are *lifted*.**

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	1	Paper, office supplies, notebooks	Floor to desk top
11 - 24	1-5	Tables, chairs	Floor to 36"
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

**The number of times the following weights are *carried*.**

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	1	Paper, office supplies, notebooks	0 to 50 feet
11 - 24	1	Mail, tables, chairs	0 to 50 feet
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			