

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Activities Assistant II
Class Number:		Class Title:	Activities Assistant
Dept./Div.:	Community Affairs	Employment Status:	Full Time
Reports to:	Community Affairs Director	FLSA Status; Pay:	Nonexempt
Variable Hours:	Flexible hours M-F from 8 am to 8 pm including weekends (Sat 11 -7 and Sun 12 – 6)		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; training in general office and computer procedures and skills, or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; strong communication and interpersonal skills; competence in financial transactions.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy; must be able to pass an FBI fingerprint check.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Automobile, personal computer, computer software (e.g., Microsoft Office, Adobe, PageMaker, Photoshop and Publisher), office equipment (e.g. telephone, printer, copy machine, fax machine, digital camera); audiovisual equipment (e.g. DVD player and projector); housekeeping equipment; alarm system; automatic timekeeping system; and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to housekeeping chemicals and chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); must be able to ascend and/or descend ladders and stairs; works in or around crowds; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less. Must be able to exert physical effort in light to moderate work involving routine stooping, kneeling, crouching and reaching. Able to work effectively in an outdoor environment, including exposure to weather extremes and moving traffic.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% 1. Demonstrates willingness, enthusiasm, and flexibility in assisting in the facility operation and/or program presentation for the Community Affairs Department, with duties at Groveport Town Hall, Groveport Nature Center and/or Crooked Alley KidSpace. Activities shall include providing support for planning and/or presentation of arts and education classes, office operations, facility housekeeping and/or maintenance, and internal/public promotion of Department- or City-sponsored programming.
- 20% 2. Coordinates community programs (e.g., ensures diverse programming, oversees summer camps, maintains adequate supplies for classes and events); teaches craft classes as necessary.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{7/14/2011 PDGRPCI 00092205.DOC}

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- 10% 3. Creates various publications (e.g., bimonthly calendar, class flyers, etc.) using various computer software programs; provides onsite presenter support for rental customers (e.g., projector, laptop, sound and audio-visual); updates and manages instructor and contact database.
- 10% 4. Creates press releases to promote positive public relations for facility events and programs; designs and edits program class descriptions; keeps Municipality website updated; maintains main/Hendron signboard; delivers promotional material to areas within the community
- 10% 5. Authorizes and manages room rental contracts, answers phone inquiries and provides tours of the facility as needed; is responsible for the collection of various fees, receipting transactions, and maintaining daily reconciliation of funds
- 10% 6. Maintains positive communications with the general public, coworkers, volunteers, and supervisor to favorably represent the Department and the City through telephone, email, faxed messages and personal contact. Works effectively with coworkers, works as a team with department and city employees.
- 7. Maintain required licensures and certifications and meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- 8. Demonstrates reasonable and predictable attendance

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: budgeting; inventory control; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; *workplace safety practices and procedures; government structure and process; public relations; office practices and procedures; English grammar and spelling; records management.

Skill in: typing; data entry; word processing; computer operation; telephone operation; use of modern office equipment.

Ability to: work independently, meet deadlines, exercise independent judgment, request support and direction as needed, work under stressful conditions, respond immediate to crisis situations, and balance priorities; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; copy material

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accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED: N/A

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)