

**INGHAM COUNTY
JOB DESCRIPTION**

OFFICE COORDINATOR - PARKS

General Summary:

Responsible for the general operation of the Park's Office supervising clerical staff. Serves as Secretary and is under the supervision of the Director of Parks. Provides information and resolves complaints from the public. Handles reservations for park usage, takes shelter/canoe/soccer/band shell reservations, maintains the automated reservation system and generates reports to the managers. Serves as Recording Secretary for the Ingham County Parks Board and the Soccer Advisory Board. Prepares agendas/packets; records, produces and distributes meeting minutes; and, maintain files. Composes, types, distributes and files correspondence and other information.

Essential Functions:

1. Supervises and directs clerical support staff, including seasonal employees. Participates in the employment process, orienting and training new employees. Schedules, plans and assigns work, reviews and evaluates performance. Advices and discusses performance problems of staff with Director of Parks.
2. Responds to information requests and complaints from the general public by telephone and from visitors to the Parks Office. Responds to a wide variety of questions such as directions to the parks, and explanation of rules and regulations.
3. Handles complaints and/or refers them to the appropriate Department representative, depending on the nature of the complaint.
4. Takes reservations and receives payments for park facilities, manages the automated Reservation System; maintains shelter/canoe/special-event reservation calendar; maintains soccer complex and band shell reservation system; provides information to Park Managers by phone, fax and generated reports.
5. As Secretary to the Director of Parks, composes letters, memos, tables, and resolutions as directed. Types, distributes and files correspondence, and other information, some of which are confidential in nature. Maintains the calendar for the Director of Parks, and tracks project due dates.
6. Serves as Recording Secretary to the Parks Board and the Soccer Advisory Board. Prepares agendas and board packets; attends meetings; records, produces and distributes meeting minutes; and maintains files.
7. Coordinates Park Board Committee meetings with Committee Chairs. Prepares agendas and packets.
8. Schedules leagues at the Kenneth A. Hope Soccer Complex. Receives payments; sends out appropriate correspondence; prepares information for Soccer Advisory Board and Park Manager.
9. Maintains the Departmental Web Page.
10. Serves as MIS Liaison for the Parks Department.
11. Designs office forms and brochures as necessary.

12. Responsible for ordering supplies and equipment for the office and for parks seasonals, maintenance, equipment, etc.
13. Designs and develops departmental files including record storage system.
14. Oversees and participates in the preparation of promotional materials and media releases, and initiates other promotional methods.
15. Performs other duties as assigned.

Other Functions:

1. None Listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High school graduation, with some advanced course work in the use of computer software programs, business, secretarial, and/or related areas.

Experience: Three to five years of experience in an office management related capacity, emphasizing public relations as well as computer software programs and the recording and transcribing of meeting minutes. Must be familiar with a variety of computer programs and dealing with the public.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

- Ability to access departmental files.
- Ability to climb stairs to access storage documents.
- Ability to enter and retrieve information from computer.
- Ability to access various locations of the parks.
- Ability to lift and move boxes of supplies and promotional materials weighing up to 40 lbs.

Working Conditions:

Typically works in office conditions but attends events at parks and other sites.

