

**JOB POSTING – POSITION AVAILABLE**  
**Posting Date – December 8, 2016**  
**Send Resume to: Susan Ricks, Director of Recreation**  
**Sricks@staffordtx.gov**  
**Application/Resume Deadline: Open until filled**

**Position:**

Title: Civic Center/Recreation Administrative Assistant  
Class Structure: Administrative Support  
Class: Administrative Assistant  
Level: 2  
Status: Non-Exempt  
Dept.: Civic Center/Recreation  
Pay Range: \$33,000 - \$40,000 (depending on experience) + benefits  
Reports to: Director of Recreation

**Key Job Responsibility:**

- ▶ Provide initial contact between customers and the Recreation Department.
- ▶ Receive and process payments and related documentation.
- ▶ Maintain an accurate order of supplies and reorder supplies as needed.
- ▶ Maintain client contracts and files, return phone calls, make appointments for tours & paperwork.
- ▶ Meet with clients to generate & complete contracts and all necessary event paperwork.
- ▶ Make sure insurance and food permits are up to date and approved for events.
- ▶ Book events and complete all event paperwork including contracts.
- ▶ Assist with special projects and assist clients with events and set up.
- ▶ Oversee cleaning company and security for events.
- ▶ Flexible hours in accordance to event needs. (With some nights and weekends.)
- ▶ Perform other duties as assigned.

**Knowledge/Skills:**

- ▶ Strong customer service skills and exercise good judgement.
- ▶ Strong organizational, technical, computer and analytical ability.
- ▶ Ability to meet time deadlines and effectively communicate/interact with other employees.
- ▶ Strong written, verbal communication, and arithmetic skills.
- ▶ Ability to work independently, as well as in a team environment and focus on needs of clients.
- ▶ Must be proficient in Word and Excel and have knowledge of Fast Book.

**Minimum Qualifications for Position:**

- ▶ Education/Experience: High School diploma, GED or equivalent, and three (3) years of event management/administrative/clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- ▶ Physical Requirements: Must be able to sit and work at the computer for long periods of time and lift minimum of 20 pounds.

**City of Stafford is an Equal Opportunity Employer**