



Kishwaukee Special Recreation Association

Administrative Support Assistant Position Description

JOB IDENTIFICATION:

JOB TITLE:

Administrative Support Assistant

DEPARTMENT:

Special Recreation

HOURLY:

This position receives an hourly rate of pay and is assigned to work less than 1,000 hours from the employees start date to the employee's anniversary date and a maximum of 10 hours a week with a flexible schedule as needed.

SALARY/SALARY RANGE:

NA

FLSA:

Non Exempt

BENEFITS:

NA

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

Executive Director

RESPONSIBLE FOR DIRECTLY SUPERVISING:

As assigned

JOB PURPOSE:

Performs a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing administrative support for the organization and programs, staff, and assist in the administration of standard operating policies and procedures safely.

POSITION QUALIFICATIONS:

Education and Experience:

1. Graduation from a high school or GED equivalent with specialized course work in general office practices such as word processing, filing, accounting and bookkeeping.
2. Two (2) years of increasingly responsible office experience, or any equivalent combination of related education and experience.
3. Successful completion of a criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Performs routine clerical and administrative work including phones and providing information as required, cashiering, data processing, bookkeeping, and other office type duties such as copying and filing.
2. Receives the public providing customer assistance and answers questions, responds to inquires from employees, citizens, and others and refers when necessary to appropriate persons.
3. Operates office machines as required.
4. Provides class lists for recreation programs.
5. Acts as custodian of department documents and records. Establishes and maintains filing systems, controls records, and indexes using independent judgment.
6. May assist with preparing for, setting up, tearing down and the clean-up of programs.
7. Responsible for maintaining program registration information in Microsoft Office Access as well as on-going file maintenance. Must be able to navigate and manage the Microsoft Office Access software database program.
8. Responsible for maintaining seasonal personnel information on Microsoft Office Excel as well as on-going file maintenance. Must be able to navigate and manage the Excel software spreadsheet program.
9. Assists in the risk management activities at the organization with safety as number one priority.
10. Perform related duties as required.
11. Working knowledge of computers and electronic data processing. General knowledge of office practices and procedures.
12. Skill in operations of office equipment.

13. Adhere to all KSRA guidelines for employment including policies, procedures, health and safety.
14. Experience or willingness to learn bookkeeping programs with responsibilities including Accounts Payable, Payroll and bank statement reconciliation.
15. Ability to effectively meet and deal with the staff and the public.
16. Ability to communicate effectively verbally and in writing.
17. Ability to handle stressful situations.
18. Ability to work individually and as a team.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups.

RELIABILITY:

Performs responsibilities dependably and accurately, fulfills promised actions.

RESPONSIVENESS:

Focuses on the task, willingly helps others and provides prompt service.

ASSURANCE:

Conveys trust and inspires confidence.

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

SELF CONFIDENCE:

Recognizes the contributions of others and is conscious of own ability.

INITIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information, listens to what others are saying.

ADAPTABILITY:

Makes decisions and solves complex problems.

PHYSICAL DEMANDS:

PHYSICAL EFFORT:

Administrative Support Assistant must, with or without reasonable accommodations, be able to perform the following functions:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands and fingers, handle, feel, or operate objects, tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl and talk or hear.

The employee must frequently lift and or move up to 5 pounds and occasionally lift and or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The employee may be exposed to outdoor elements. These conditions include lightning and temperature. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee periodically works near moving mechanical parts and in outside weather conditions. The employee periodically can be exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibrations. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment ranges from low to loud, depending on the activity in the facility.

SELECITIVE GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.