RECREATION PROGRAM ADMINISTRATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of tasks in support of overall implementation of recreational programs sponsored by a municipality. Duties may include difficult clerical assignments, keyboarding, research, report preparation, and special tasks generally beyond the scope of clerical duties. Work is performed in accordance with established policies and under direct supervision with leeway for independently performing many of the duties of the position. Supervision may be exercised over subordinate staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Collects fees or charges and deposits funds in various accounts;

Assists in maintaining a variety of financial accounts and records and auditing documents;

Compiles data and prepares reports;

Issues receipts for monies received;

Prepares and submits invoices with purchase orders and vouchers;

Keeps ledgers and journal accounts;

Assists in recruiting and scheduling instructors for programs provided through the recreation department;

Reconciles bank statements and accounts;

Arranges for building space and prepares schedules relating to recreation programs;

May coordinate the distribution of equipment, supplies, and information to facilitate the efficient presentation of recreation programs;

May prepare and submit grant proposals, records and reports in connection with programs sponsored by the municipality;

Assists in issuing press releases or other materials to promote recreation programs;

Takes and distributes minutes for meetings of the Parks and Recreation Commission;

May be assigned special functions such as coordination of personnel records, purchasing or inventory control;

May assist in supervision and training of staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of methods used in maintaining checking financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of recreation programs and activities sponsored by the municipality; ability to follow complex oral and written directions; ability to accurately and thoroughly prepare grant applications, records and reports; ability to present ideas clearly; ability to get along well with others; good judgment; and clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of an Associate's Degree in Business Administration, Public Administration, Accounting or a related field;

(B) Graduation from high school and two (2) years of experience in the compilation and maintenance of financial accounts and reports; or

(C) Three (3) years of experience as described in (B) above; or

(D) An equivalent combination of training and experience as described above.

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Last Reviewed:4/2/02
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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