

BOARDMAN TOWNSHIP PARK DISTRICT

375 Boardman-Poland Road

Boardman, Ohio 44512

330.726.8107

POSITION DESCRIPTION

CLASSIFICATION TITLE: Office Manager

STATUS: Full-Time

FLSA Status: Exempt

REPORTS TO: Executive Director/Clerk

OTHERS FROM WHOM DIRECTIONS ARE RECEIVED: None

OVERALL JOB OBJECTIVES:

The Office Manager is responsible for providing clerical and secretarial support in order to ensure that Park District services are provided in an effective and efficient manner. This position is responsible for the professional and efficient management of the Reservation Program for the facilities of the Park District. The position is also responsible for greeting and assisting the Park visitors; and answering telephone calls, as well as a variety of clerical duties that support the services, programs, events and other aspects in the operation of the Park District. The Position must provide excellent customer service and perform duties in a manner pursuant to the Park District's adopted mission statement: *To provide a diversity of recreational opportunities in an environment that lends itself to pleasant family experiences and to preserve areas of natural habitat.*

PRIMARY DUTIES AND RESPONSIBILITIES:

The following Work responsibilities are representative of the types and level of work for this Position, but do not necessarily describe any specific work assignment.

THE DUTIES LISTED BELOW 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 Position requires that all behaviors comply with the policies and rules found in the Park District Employee Handbook and all other policies of the Park District.

- 1. The Position will manage the Reservation Program for the Reservable Facilities of the Park District {the "Program"}:**

Boardman Township Park

Position Description

Office Manager

- **Upon request by individual or group or organization {the “Inquirer”}, search Program for open/available dates,**
 - **Provide the Inquirer with all the essential information about the Reservable Facilities, i.e. Indoor Meeting Rooms, Open-Air Pavilions, St. James Meeting House and the Gazebo of the Park District to include but not limited to:**
 - **Description of the amenities that are provided within the Facility,**
 - **The Entry and Departure times for the Facility,**
 - **The Seating Capacity of the Facility,**
 - **Rules for the use of Park District Facilities, which are delineated in the Reservation Contract/Receipt.**
 - **Enter the Inquirer’s information in the Program, i.e. Make/Book the Reservation,**
 - **Accept payment for the Reservation and provide Reservation Contract/Receipt to Reservation Holder.**
2. **The Position will review and check for errors the Reservation Receipts; and then proceed to tabulate/calculate Reservation Payments and prepare Bank Deposits; and the Position will also receive payments for Recreation Programs and other Park Activities and will tabulate/calculate those receipts and prepare Bank Deposits.**
3. **Maintains office services by organizing office operations and procedures; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.**
4. **Maintains Office Staff performance by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results. The Position will supervise the Office Staff to include but not limited to the following:**
- **Assign duties and follow-up to ensure the proper completion of tasks**
 - **Schedule Staff**
 - **Monitor Staff to ensure compliance with the policies and rules found in the Park District Employee Handbook and all other policies of the Park District**
5. **The Position will assist the Executive Director/Clerk in his/her accounting/bookkeeping duties for the Financial Accounting System {currently QuickBooks} of the Park District to include but not limited to the following responsibilities:**
- **Reviewing and checking for errors the Payroll Time Sheets,**
 - **Calculating Payroll Hours on the Time Sheets,**
 - **Entering Payroll Data on Payroll Records,**
 - **Entering Payroll Data in the Financial Payroll System {currently QuickBooks}, and the preparation for issuing Payroll Checks,**
 - **Reviewing and checking the Payroll Reports generated by the Financial Accounting System,**
 - **Preparing and recording the Payroll Deposit,**
 - **Printing the Payroll Checks,**
 - **Generally, regarding Payroll, to ensure that each employee receives correct, timely paychecks. and to monitor employee records for accuracy,**
 - **Review and check for errors the Bills for the payment of goods and services, and prepare for payment said Bills; and then proceed to issue and print checks for payment of said Bills,**

Boardman Township Park

Position Description

Office Manager

- **Organizing and filing the reports, invoices, vouchers and any other documents associated with the above financial duties and responsibilities.**
- 6. Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word processing equipment.**
 - 7. The Position assists the Executive Director in the completion of forms and reports, and the retrieval and research of recorded documents.**
 - 8. The Position is required to answer incoming calls and handle caller's inquiries whenever possible. Re-direct calls as appropriate and take adequate messages when necessary.**
 - 9. The Position is responsible in greeting, assisting and/or directing Park visitors; answers questions; provide Program flyers/handouts and other information; register individuals for Programs, accepts fees for Classes and Programs; directs visitors to the appropriate Park District personnel.**

SECONDARY DUTIES AND RESPONSIBILITIES:

- 1. The Position will assist Executive Director and Recreation Director with the planning, scheduling, coordinating and implementing the Programs and Special Events of the Park District.**
- 2. The Position is required to assist in promoting the Programs and Special Events of the Park District to include but not limited to the following responsibilities:**
 - **Schedule and Coordinate Performers and Demonstrators for the various Programs and Events of the Park District,**
 - **Prepare/draft contracts for Performers and Demonstrators,**
 - **Prepare/draft and disseminate Press Releases to the local media,**
 - **Prepare/draft Promotional Flyers, Newsletters,**
 - **Make phone calls or send e-mail messages to local media,**
 - **Monitor the Web Site of the Park District to ensure that it is current, and notify Web Master of any necessary changes.**
- 3. The Position will maintain inventory of supplies and printed forms; orders office supplies and forms as needed.**
- 4. The Position will assist if needed in sorting and distributing mail.**
- 5. The Position will maintain the general filing system to include but not limited to, Program Files, Vouchers and Reservation receipts/contracts.**

EQUIPMENT OPERATED:

- 1. Personal computer, typewriter, calculator, copier, fax machine, telephone, and general office equipment.**

Boardman Township Park

Position Description

Office Manager

WORKING CONDITIONS:

1. **Good office working conditions, but may spend time in the outdoors exposed to noise, heat, cold, wet, etc. May be required to work an irregular schedule.**
2. **The Position requires sitting in a normal seated position for extended periods of time.**

HOURS OF WORK:

1. **40 hours per week. Generally, Monday through Friday: 8 AM to 4 PM [includes one (1) hour paid lunch}. Position may be required to be on duty for Special Events and Programs.**

REQUIRED LEVEL OF KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of:

- **Computers,**
- **Microsoft Office products {i.e. Word, Excel, Outlook, Publisher, Power Point, Access}, Microsoft FrontPage, Page Maker,**
- **QuickBooks, or similar accounting/financial software programs,**
- **General clerical and secretarial duties,**
- **General bookkeeping/accounting methods/procedures,**
- **The Position must acquire a thorough knowledge of the Park District's Reservation Program,**
- **The Position must acquire the knowledge of the policies and procedures of the Park District.**

2. Ability to:

- **Operate office equipment such as a personal computer, typewriter, calculator, copier, fax machine, telephone, and general office equipment,**
- **Acquire, understand and learn the Reservation Program of the Park District,**
- **Understand and execute oral and written directions,**
- **Draft/write accurate and concise Press Releases,**
- **Create Program Fliers, Newsletters,**
- **Obtain and coordinate information for the creation of reports,**
- **To work in a fast paced office environment,**
- **To assess and prioritize multiple tasks and demands,**
- **To work within deadlines to complete projects and assignments,**
- **To identify and recommend solutions to problems,**
- **Develop and maintain effective working relationships with associates, supervisors, park visitors, and general public; communicate effectively in oral form; read and write; understand, follow, and carry out written and oral instructions; cooperate with co-workers on group projects,**
- **Upon successful completion of Job Training, the ability to work independently.**

3. Skills:

- **Excellent written and verbal communication skills,**
- **Excellent Customer Service skills,**
- **Excellent telephone skills,**
- **Skill in dealing firmly, tactfully, and courteously with the general public.**

QUALIFICATIONS:

- ❖ **Required – High School diploma or GED,**
- ❖ **Minimum – five {5} years experience in secretarial/clerical work, bookkeeping/accounting, or related field, and any appropriate combination of education, training, course work and work experience that demonstrates the required knowledge, skills and abilities as stated above,**
- ❖ **Preferred – Some College/Secondary education,**

LICENSURE OR CERTIFICATION REQUIREMENTS:

- 1. Valid State of Ohio driver's license.**

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand and will perform to the best of my ability, the job duties and requirements specified in this Position Description; and I further understand and agree to perform all duties and tasks in an efficient and professional competent manner.

This Position Description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this Position who will be required to follow other instructions and perform any duties required by the employee’s supervisor, the Executive Director of the Park District, or designate.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Boardman Township Park District or myself. Furthermore, I understand that no management official other than the Board of Park Commissioners has the authority to enter into any agreement or contract for employment contrary to the foregoing, or make any oral assurance or promise of continued employment.

PRINT EMPLOYEE’S NAME

SIGNATURE OF EMPLOYEE

DATE

MANAGEMENT APPROVAL

PRINT EXECUTIVE DIRECTOR’S NAME

SIGNATURE EXECUTIVE DIRECTOR

DATE