



Employment Opportunity

ADMINISTRATIVE ASSISTANT

Under the general supervision of the Park and Recreation Director, oversees and participates in the operation, supervision, and maintenance of the Civic Center; assists the Office Manager with routine administrative and secretarial duties. A complete job description may be obtained by visiting: www.wahooparksandrec.com.

Examples of Work Performed:

- Supervises Civic Center activity areas including all patrons in those areas and enforces all policies and regulations fairly; supervise conduct of individuals using all activity areas.
- Performs facility checks frequently to ensure proper and safe usage of facility.
- Composes and prepares written correspondence in final format; maintains an accurate filing system, forms, reports, information sheets, brochures, flyers, and registration forms at front desk.
- Performs customer registration duties to include recreation program registration and membership enrollment; insure registration procedures are followed and appropriate fees are collected.
- Handles point-of-sale monetary transactions to include accepting payments, making change, issuing receipts, and balancing cash drawer at end of shift.
- Oversees facility reservation process to verify availability of select facilities and accept advance reservations, deposits and payments.
- Performs reception duties to include answering the telephone, transferring calls, taking messages, and greeting facility patrons in a friendly, tactful, and courteous manner; maintains an acceptable appearance wearing approved staff apparel.
- Handles initial grievances and/or disciplinary cases involving Civic Center patrons.
- Assists in the orientation of Civic Center patrons to the use of the facility; conducts guided tours to new and potential Civic Center patrons; answers general questions regarding the Civic Center and memberships
- Implements and performs emergency management procedures when necessary.
- Assists custodial staff to insure patrons are presented with a clean, neat, and tidy facility; perform basic duties such as vacuuming carpets, sweeping and mopping floors, picking up trash, disinfecting high traffic areas, and putting away equipment as needed

Minimum Qualifications:

- Graduation from high school or GED equivalent; College degree preferred or any equivalent combination of training and experience that provides the required skills, knowledge and abilities. Computer knowledge with experience in word processing, spreadsheet, and internet applications. Experience in a position requiring completion of multiple tasks at one time.
- CPR, AED, and First Aid certifications or ability to obtain within six months of employment

Compensation and Benefits:

This is a regular, part-time position with a partial benefit package including holidays, vacation, retirement plan, and health insurance. Normal work hours are 9:00am-4:00pm, Monday through Friday.

Application Procedure:

A completed City of Wahoo employment application must be delivered to: Wahoo Parks and Recreation Department, 310 N. Linden St., Wahoo, NE 68066. **First review of applications will begin on Monday, June 13th.** City of Wahoo employment applications are available at Wahoo City Hall, 605 N. Broadway or at the Wahoo Civic Center, 310 N. Linden St. or you may download the application by visiting www.wahooparksandrec.com. Inquiries/questions may be directed to Kevin at (402) 443-4174.

The City of Wahoo is an Equal Opportunity Employer (EOE).