

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>CLERICAL II- COMMUNITY CENTER</b>	Department:	PARKS & RECREATION
Requisition Number:	2024230		
Hours:	MONDAY-FRIDAY, SOME SATURDAYS 21-29 HOURS PER WEEK. TIMES WILL VARY.	Rate of Pay:	\$16.74/HOUR
Date Posted Up:	8/1/2024	Date Posted Down:	Until Filled
Time Up:	8:45 AM	Time Down:	

**SUMMARY**

Working under the direction of the Manager VI – Community Center the incumbent may open/close the building if necessary for programs/classes and perform a variety of the Community Center’s general office duties. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**INFORMATION/COMMUNICATION**

- Communicates any problems, needs and scheduling conflicts to Program Coordinator or Community Center Manager;
- Assists in greeting and helping the public coming to the facility;
- Answers and directs telephone calls to appropriate staff person;
- Covers front Information Desk if volunteer is not available;
- Makes phone calls as needed.
- Sends birthday cards each month to active volunteers;
- Establishes and maintains an effective relationship with supervisor, coworkers, volunteers, and the general public;
- Develop spreadsheets, signage and promotional material;
- Designs and prints the monthly calendar;
- Prepares outgoing mail, sorts in-coming mail and places in appropriate boxes.
- May assist with interviewing and works with volunteers to offer a comprehensive schedule of seminars that are of interest to the community.
- Assists with researching and contacting potential resources for programs, activities or instructors.
- Participates in training as required by the Parks & Recreation Department and the city of Fort Wayne.

**MANAGEMENT/OPERATIONS**

- Follows opening and/or closing procedures for the building;
- Sets-up/tear down rooms for programs and activities as needed;
- Prepares opening/closing monies as needed;
- Operates all office equipment, including copier, personal computer, network copier and telephone;
- Checks keys in and out as needed;

- Assists Community Center Manager as needed;
- Works independently as needed;
- Assist staff with activities, programs and classes currently in place. These activities are held on a daily, weekly and monthly basis as well as once a year events.
- Assist with supplying program/class leader with a roster, attendance sheets, contracts for payment if applicable; any prearranged supplies or equipment; program and participant evaluations; etc.

**DOCUMENT MANAGEMENT, PROCESSING & ANALYSIS**

- Accurately completes deposits to go to the bank from monies turned in with the daily reports;
- Accurately files information (both paper and electronic);
- Processes program registrations;
- Compile class and activity information to maintain facility schedule and post on a regular basis;
- Helps to enter and track program or facility data;
- Turns in monthly reports to supervisor.

**MARGINAL DUTIES**

Perform other duties as determined by Community Center Manager.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

Oversees volunteers and instructors, ensuring all actions align with the organization's policies and relevant laws. Duties include interviewing and assisting in training volunteers, planning and assigning tasks, evaluating performance, and handling complaints and issues.

**EDUCATION and/or EXPERIENCE**

- High School Diploma or equivalent GED with record keeping experience;
- Must possess previous money handling experience;
- Computer skills necessary---Microsoft Office products & other software programs,

**OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Ability to maintain accurate records and files;
- Demonstrates good communication and customer service skills.
- Ability to accurately add, subtract, multiply and divide;
- Communicates effectively both orally and in writing.

**LANGUAGE SKILLS**

Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze and interpret general business directives, technical procedures or governmental regulations. Ability to effectively present information and respond to questions from groups, custodian and general public.

**MATHEMATICAL SKILLS**

Ability to work mathematical concepts and to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **REASONING ABILITIES**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License if City vehicle is used
- Maintains a CPR and First Aid certification
- ServSafe certified preferred

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to use hands, to finger, handle or feel; reach with hand and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and ability to focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise levels in the work environment are usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.