

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Clerical II-Community Center	Department:	Parks & Recreation
Requisition Number:	2022235		
Hours:	Most hours between 3:00 p.m. – 9:00 p.m., Monday through Thursday, some Saturdays 20-29 hours per week	Rate of Pay:	\$14.5081 - \$14.89 per hour
Date Posted Up:	8/4/2022	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Manager VI – Community Center the incumbent will be on site open/close the building for evening programs/classes and perform a variety of the Community Center’s general office activities by performing the following 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;
- Supervises building and programs scheduled in the evenings;
- Covers front Information Desk if volunteer is not available;
- Makes phone calls as needed and schedules volunteers for the Information Desk, and special events
- 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;
- Monitors and fills vending machine;

MANAGEMENT/OPERATIONS

- Follows opening and/or closing procedures for the building;
- Assists instructors and participants in the evening and weekends;
- Sets-up/tear down rooms for programs and activities as needed;
- Prepares opening/closing monies as needed;
- ; Compile class and activity information to build facility schedule and post on a regular basis;
- Operates all office equipment, including fax machine, copier, personal computer, network copier and telephone;

- Checks keys in and out as needed;
- Helps to enter and track program or facility data;
- Assists Community Center Manager as needed
- Works independently as needed;
- Assists in program areas as needed.

DOCUMENT MANAGEMENT, PROCESSING & ANALYSIS

- Accurately completes daily reports; Completes deposits to go to the bank from monies turned in with the daily report;
- Accurately files information (both paper and electronic);
- Processes program registrations;

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

This position has no supervisory responsibilities.

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.

LANGUAGE SKILLS

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.

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 10 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 or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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.