

Town of Simsbury
Job Posting – Extended Posting
Administrative Secretary I – Culture, Parks and Recreation
Internal and External Applicants

****The closing date for this position has been extended.**
Previous applicants need not re-apply**

Applications are being accepted for the position of **Administrative Secretary I – Culture, Parks and Recreation** in the Culture, Parks and Recreation Department.

This is a Full-Time T-6 position with an hourly pay rate of \$23.60-\$28.19, plus benefits, for a 35 hour work week.

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. Assists with departmental communications to the public.

All applications must be submitted online at: www.simsbury-ct.gov/jobs

***** Follow the link at top for “How do I” then “Jobs” *****

If you require a computer or internet access, there are public computers available at the Simsbury Public Library at 725 Hopmeadow Street.

If you have any problems while using the online application system, or if you require a reasonable accommodation to apply for this position, please contact our office at (860) 658-3230.

The closing date for this job posting is **Friday September 30, 2016.**

AA/EEOE

TOWN OF SIMSBURY

TITLE: Administrative Secretary I **GRADE:** T6

DEPARTMENT: Culture, Parks & Recreation **DATE:** June 27, 2016

POSITION DEFINITION:

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. Assists with departmental communications to the public.

GENERAL DUTIES:

- Receives oral or written direction from the Director.
- Plans and organizes work according to established or standard office procedures and determines priority of work tasks.
- Composes routine correspondence and other materials without instructions.
- Assists with program entry into Recreation software.
- Assists with social media and marketing items.
- Assists with oversight of seasonal employees.
- Acts as cashier during normal business hours.
- Handles money on a daily basis, including cashing in and out of registers and drawers, and reconciliation of Recreation and Golf accounts.
- Screens telephone calls and greets visitors, ascertains nature of business, and refers to appropriate office.
- Gathers data and statistical information for review by supervisor and prepares routine statistical and/or narrative reports of some complexity as assigned.
- Maintains inventory of office supplies and forms.
- Prepares and maintains purchase requisitions.
- Operates word processing, data processing and other office equipment. Manages information utilizing spreadsheets and databases.
- Prepares and finalizes materials for publication, administrative regulations, program guides and activity schedules.
- Coordinates and oversees the Community Garden program.
- Schedules and coordinates use of town-owned buildings and facilities.
- Transmits and explains Supervisor's orders to proper persons and follows up for compliance, completeness and adherence to deadlines.
- Performs special assignments, studies, and routine administrative functions as directed.

ADDITIONAL DUTIES:

- Develops and maintains confidential and complex records and files.
- Maintains purchasing, personnel, or other administrative records.

- Acts as representative of the department in dealing with the public.

REQUIRED SKILLS:

- Working knowledge of state of the art office practices and procedures.
- Ability to deal courteously with the public and to maintain effective relationships with other employees.
- Ability to perform arithmetic computation tasks.
- Skilled in the use of word processing equipment, spread sheets (such as Microsoft Word and Excel) and data bases.
- Ability to use knowledge and reasoning to solve routine problems.
- Ability to learn and apply new information and technology applicable to departmental activities.

SUPERVISED BY:

Receives general supervision from Department head.

QUALIFICATIONS PROFILE:

The skills and knowledge required would generally be acquired an Associates Degree in secretarial science and two years experience in a secretarial position or four years of increasingly responsible secretarial or administrative support experience.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The typical office setting is subject to regular interruptions and heavy traffic flow. Must be able to handle heavy work volume expectations in this office setting. Must be able to remember multiple assignments given over long periods of time. Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided.

LICENSE OR CERTIFICATE:

- Not Applicable.