

TOWN OF SHARON JOB DESCRIPTION

Title of Position: Secretary

Department/Appointing Authority: RECREATION

Date: 01/21/09

Originator: BRETT MACGOWAN

Personnel Board Use Only

Classification: OC-3b

Effective Date of Classification: Unknown

Classification Authority: ☐ **Personnel Board** ☒ **Collective Bargaining**

1. Summary Description

Clerical work assisting the Assistant Recreation Director and Recreation Director with functions and responsibilities relating to the overall operation of the department; all other related work, as required.

2. Essential Functions

The essential functions or 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.

Calculates payroll and performs computer entry, including posting vacation, sick leave or earned time. Tracks and processes raises and other payments due employees. Assists Recreation Director in posting expenditures to accounts to keep running balances.

Types bid documents and contracts for services. Prepares and types a variety of department correspondence, schedules, budgets, and statistical data from rough draft copy of dictation. Composes correspondence from Director's instructions or own knowledge of department's

functions.

Answers the department telephone; supplies information relating to the programs, field requests, building usage, policies, rules and regulations of the department; screens calls for nature of business and handles accordingly.

Schedules appointments, various sports programs, and use of Recreation Department facilities to avoid conflicts. Arranges for meetings, contacts parties involved and ensures that all materials for meetings are available.

Calculates payroll and performs computer entry, including posting vacation, sick leave or earned time. Tracks and processes raises and other payments due employees. Assists Recreation Director in posting expenditures to accounts to keep running balances.

Maintains records on class rosters, accounts receivable, accounts payable, etc.

Deposits fees collected to Town Treasurer.

Handles program registrations and reconciles statements; sells beach tags and stickers and reconciles statements. Handles sums of money for all programs.

Purchases department supplies and equipment; prepares invoices for processing. Communicates with vendors regarding the status of bills as well as problems or concerns.

Prepares and types a variety of material for Superintendent of Public Works, Business Manager, and others, such as correspondence, narrative and statistical reports, forms, notices, applications, etc., from rough draft copy; responsible for accuracy and format of outgoing correspondence; compiles material from records and files to accompany correspondence; may compose routine correspondence, such as requests for additional information or explanations of procedures from own knowledge or brief instructions.

Makes constant contact with the general public, other town departments and officials, especially the Town Administrator's office, the Department of Public Works, and the Fire Department, outside agencies, and other organizations. In doing so, the employees must deal tactfully and appropriately with town departments and the general public, including people of all ages. Communication is by means of telephone, personal discussion, and correspondence.

In accomplishing these functions the employee must operate a computer, Munis software, and other office equipment, such as fax machines and cable machines; operate an automobile. The employee also has access to some department-related confidential information, including official personnel file. Errors could result in significant delay or loss of services and adverse public relations for the town.

3. Supervision

4. Reporting Structure

Works under the general supervision of the Recreation Director;

Performs responsible functions and responds to inquiries requiring a thorough knowledge of departmental operations, following procedures which are generally defined by precedent or established guidelines. Most functions are accomplished with little or no direct supervision.

5. Physical Environment

Works under normal office conditions except for frequent interruptions and distractions due to recreation center atmosphere. Required to work outside of normal business hours during cyclic or seasonal periods.

6. Education/Basic Knowledge

High school education; at least two years office experience; experience dealing with the public strongly preferred; or an equivalent combination of education and experience.

Thorough knowledge of office practices and procedures; working knowledge of department operations and functions. Knowledge of computers, including word processing, database management, spreadsheet, and graphics applications.

Special Requirements:

Certified in CPR and First Aid

7. Experience

A least two years office experience; experience dealing with the public strongly preferred

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.