



Status: Regular, Full-time, non-exempt
Reports to: Business Manager
Salary Range: \$24.35-\$31.77 /hour

Date Posted: December 6, 2023
Date Posting Expires: When filled

NATURE OF WORK

Under the supervision of the Business Manager, the Administrative Assistant 2 will independently perform a variety of complex administrative assignments for the Parks and Recreation District. This is a front desk position and represents the Parks District to the public. Excellent professional, interpersonal and customer service skills are required. Typical work week Monday-Friday, 8:30am-5:00pm. Some weekends/evenings may be occasionally required.

ESSENTIAL FUNCTIONS

- Employee in this position is responsible for performing a variety of administrative, technical and accounting duties, including but not limited to bookkeeping, record keeping, billing, and preparation of reports.
- Provides administrative support to the Parks and Recreation District.
- Maintains Facility and Field Schedules and Calendars.
- Maintains and enters programs and registration information in the registration management program. Including customer registrations and payment processing.
- Regularly updates District social media and Website.
- Acts as receptionist for the office and provides customer service.
- Performs other tasks as directed.

DESIREABLE KNOWLEDGE, ABILITIES & SKILLS

- Excellent written and interpersonal skills.
- Familiarity with instruments, equipment, and techniques commonly used in the performance of related tasks.
- Competent computer skills including proficiency in Microsoft Office programs.
- Maintains a high standard for accuracy, completeness, and efficiency in the preparation of reports and schedules.

- Attention to detail and the ability to perform tasks with precision and accuracy in an intense work environment.
- Understands the need for maintaining confidentiality of sensitive information.
- Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

- High school diploma or GED
- Minimum of two years of prior administrative support experience or equivalent combination of education and/or experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position works primarily from the District office. However, work is also occasionally performed out of the office. Ability to work an occasional flexible schedule is required.

Applications are available at the District Headquarters Building located at 5475 Maxwelton Rd., Langley, WA 98260 or on-line at www.swparks.org . Applications will be accepted in person, by mail, or by email to director@whidbey.com. Position is open until filled.