



POSITION DESCRIPTION

JOB TITLE: Administrative Assistant I (Recreation) Job Class: 3025	
DATE	Office of Operations Recreation
Pay Schedule:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Range:	
Management Approval:	
POSITION SUMMARY and PURPOSE: Coordinates all aspects of the Milwaukee Public Schools (MPS) recreation department's clerical and accounting functions. Oversees the processing of more than 4,500 activity registrations per season and processes payments. Maintains policies and procedures of the department.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Interprets data, researches issues and problems, evaluates alternatives and applies chosen solutions for resolution.
2. Manages customer registrations in CLASS software to include registration entries, withdrawals, transfers, customer and system account adjustments, class cancellations, refunds, waitlist maintenance and collection on delinquent or bounced checks.
3. Reconciles revenues collected on a daily basis from the recreation secretaries and the community center staff.
4. Prepares bank deposits and confirms totals for all activity funds.
5. Prepares reports such as revenue summaries, revenue transmittal sheets, trial balance reports and tracks and resolves questions. Actively supports the MPS Strategic Plan.
6. Maintains and serves as a point of contact for department issues, including accounting issues.
7. Processes purchase requisitions, invoices, checks, account statements, reports and other records.
8. Communicates frequently and effectively with peers and others through verbal and written means.
9. Answers phones, provides information, assists with the mail and develops correspondence as necessary.

10. Plans and completes projects and activities that positively impact MPS.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives general supervision from the Recreation Director.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates projects, no supervision of staff

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A high school diploma or a GED is required. Additional clerical or accounting course work is preferred.

Experience Requirements

Previous clerical experience is required and the ability to type a minimum of 45 words per minute. PC experience to include MS Office is required.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are required. Excellent teamwork skills are essential. Strong analytical and public relations skills. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software is required. A strong foundation in accounting principles is desired.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.