

Mecosta County Park Commission
Job Description
SEASONAL OFFICE ASSISTANT

General Summary: Under the general supervision of the Fulltime Administrative Office Clerk, performs a variety of functions, such as assisting in the accounting, clerical and public relations duties of the Park Commission. This individual should be able to assist in and know another park position, such as Office Ranger, and must be willing to float between all of the Mecosta County Parks if necessary. The park employee should report any situations that might require attention (examples: speeding, noise, complaints, malfunctioning equipment, damaged or missing park property) to the Fulltime Administrative Office Clerk.

Conduct: Conduct, both inside and outside the park boundaries, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Mecosta County Park Commission. Employee is expected to remain professional at all times while interacting with patrons, management and co-workers.

Drug Free Workplace Policy: Acknowledgement and compliance with the County of Mecosta Drug Free Workplace Policy is a condition of employment. Passing of a pre-employment physical is a requirement of this position.

Hours of Work: Due to the nature of the job, employees may be expected to work weekends and holidays. Employee shall report to work on time and stay on duty for their entire scheduled shift but may be sent home during slow business periods or inclement weather. A standard work week consists of up to forty hours per week, five days a week, with two days off per week. Employee will leave and return on time when utilizing meal and break periods. Work schedules, days off, break periods, etc., will be determined by the Fulltime Administrative Office Clerk. Additional work hours may be required of the employee due to unusual circumstances (emergencies, employee absenteeism, exceptional park usage, etc.)

Minimum Entrance Requirements: Applicant must be at least 16 years of age. Applicant must have good computer skills. Customer service and food service experience preferred. Applicant should be a self-motivator and demonstrate good communication skills.

Typical/Essential Duties:

- Assists in the maintenance of records that accurately reflect the financial status of the parks, which may involve checking accounts, transfers, general ledger, accounts payable/receivable and payroll, etc.
- Utilizes personal computer and other office equipment to accomplish bookkeeping, correspondence, meeting minutes, and statistical compilation with direction.
- Assists Superintendent and Operations Manager in making required periodic reports, as well as such reports and background information as may be necessary for the compiling and preparation of the annual budget.
- Greets public, answers incoming telephone calls, takes reservations, and receives park revenues.
- Shall drive to County Parks, County Building, banks and other locations as directed by Fulltime Administrative Office Clerk.

- Assists in overseeing the day to day operation of the Administrative Office, such as maintaining adequate inventories, coordinating the distribution of those supplies, routing correspondence to the proper location, coordinating activities of the office, etc.
- Weightlifting Limit: all employees be able to lift at least 35#.

The above statements are intended to describe the general nature and the level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list. This position also includes all jobs/duties assigned by park management or their superiors.

As a potential employee for the Mecosta County Park Commission, it shall be understood that the nature of this position may require you to temporarily work in another Mecosta County Park location or assist with other duties as needed.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I also understand that I may be temporarily transferred to another park if it is deemed necessary by the Mecosta County Park Commission. Additionally, I understand that this is hourly at-will (and can be terminated with or without cause) position that may require more than a forty-hour workweek during the peak operating season in order to fulfill my responsibilities.

Signature: _____

Date: _____

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