Payson City Job Announcement

Administrative Assistant - Recreation

Opening Date: November 19, 2026
Closing Date: December 6, 2026 @ 11:59 p.m. Mountain Standard Time

DUTIES:

Provide administrative support to the Recreation Director and other senior recreation staff. Performs routine and complex secretarial and administrative assistance duties to assist the Recreation Director and department in facilitating administrative procedures related to recreation programming. Works cooperatively and effectively with the public and other employees in a busy environment. Assists in updating and maintaining the Parks and Recreation Department registration software, Web pages and social media sites including basic web editing, data entry, posting, scanning, and uploading documents and correcting broken links.

QUALIFICATIONS: Education: High School diploma supplemented by college level coursework or specialized training. Prefer bachelor's degree from an accredited college or university with major coursework in Business Administration, Recreation Management, or a closely related field. **Experience**: Four years of increasingly responsible customer service work experience of providing information and handling complaints, including two years in a supervisory capacity. Preference will be given to candidates with recreation management software experience and general knowledge of various sports.

Licenses/Certifications: A valid driver's license.

SALARY: $25.54 to $33.20 per hour depending on qualifications plus comprehensive benefits package.

SCHEDULE: 40 hours per week. M-TH, 8:00 a.m. to 6:30 p.m. Evenings, weekends, and holidays may be required.

APPLICATIONS: Those interested in applying should go to https://paysonut.applicantpro.com/jobs/4283545 to apply.

QUESTIONS: If you have additional questions, please contact Human Resources at 801-857-8847 (text or voice).

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