GENERAL PURPOSE
Performs a variety of routine administrative and complex clerical duties as needed to expedite the delivery of secretarial support services. Follows established processes and procedures.

SUPERVISION RECEIVED
Works under general supervision from the Recreation Manager.

SUPERVISION EXERCISED None.

ESSENTIAL FUNCTIONS
Performs a full range of administrative duties as needed to provide clerical support to department and division heads; acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; transcribes material into documents, letters, reports, memos, or other general correspondence; composes routine letters and informative notices; maintains various program and activity files, records and documents electronically; schedules appointments for administrative staff; prepares purchase orders, manages purchasing cards for Director, purchases office supplies; creates and maintains spreadsheets and databases as needed; updates website and web-based registration program to reflect current recreation information; schedules conference rooms.

Collects data from various departmental divisions and programs; performs general bookkeeping; organizes information into reports and various informative documents; maintains records and report files; maintains schedules and checklists; maintains office inventory; orders supplies.

Processes all Special Event applications for the City.

Prepares training and travel requests as needed; makes travel arrangements; flights, hotel, car rental, conference registrations, etc.

Operates computer and specialized software to record, schedule, and track the status of various Recreation, Pool, Sr. Services projects, and process division work orders for approval.

May be required to work after-hours and on weekends periodically.

ESSENTIAL DUTIES
Document Preparation and Correspondence:
- Create letters, reports, memos, and other general correspondence.
- Compose routine letters and informative notices for internal and external distribution.

Records and File Management:
- Maintain various program and activity files, records, and documents electronically.
• Organize and categorize files for easy retrieval.
• Appointment Scheduling

Managing the schedules of administrative staff.
• Schedule appointments and meetings, coordinating availability among participants.
• Purchase and Supply Management:
  a. Prepare purchase orders for necessary supplies or services.
Managing purchasing cards for the Director, ensuring adherence to budgetary guidelines.
• Purchase office supplies and maintain inventory.

Data Management:
• Create and maintain spreadsheets and databases as needed.
• Input and update data accurately and efficiently.
• Generate reports and summaries from collected data.

Website and Registration Program Maintenance:
• Update the organization's website with current recreation information.
• Manage the web-based registration program, ensuring accurate and up-to-date information.
• Coordinate with the IT department or web developers to implement necessary changes.

Conference Room Scheduling:
• Manage the availability and reservation of conference rooms.
• Coordinate with staff and external parties to schedule meetings and events.

Data Collection and Bookkeeping:
• Collect data from various departmental divisions and programs.
• Perform general bookkeeping tasks, such as recording financial transactions or maintaining expense reports.

Report and Document Organization:
• Organize information collected into reports and various informative documents.
• Maintain records and report files for easy access and retrieval.
• Create and update schedules and checklists to ensure tasks are completed.

Office Inventory Management:
• Maintain office inventory, including supplies and equipment.
• Monitor stock levels and ordering supplies as needed.

Special Event Applications:
• Process all special event applications for the city.
• Ensure proper documentation and adherence to guidelines for event planning.

Training and Travel Arrangements:
• Prepare training and travel requests for department staff.
• Make travel arrangements, including booking flights, hotels, car rentals, and conference registrations.

Computer Operations and Specialized Software:
• Operate computers and specialized software to record, schedule, and track the status of various community activities and services.
• Process department division work orders for approval using specific software or systems.

Event Schedule Maintenance:
• Maintain a schedule of various events, activities, and meetings.
• Attend meetings as required, taking minutes, or transcribing recorded minutes.
MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school with course background in administrative services, general office practice and procedures; plus, one (1) year of specialized training related to above duties;
- Three (3) years of responsible experience performing above or related duties; OR
- Equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- **Working knowledge** of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as Microsoft Office Suites, Excel, PowerPoint, Word, etc.; telephone etiquette, various office machines, i.e., copy machine, fax machine, etc.; internet access and various operations administrative procedures;

- **Skill in** taking and transcribing dictation from handwritten notes or from recording equipment; computer keyboard operations.

- Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials, and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

Special Qualifications:

- Must be able to type 40 wpm.
- Must possess a valid state of Utah driver license.
- Experience in recreation preferred.
- Regular and reliable attendance.

Work Environment:

- This position requires work to be done in person and on-site. Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Essential functions generally require communication such as talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem-solving.

**NOTE:** All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty are required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

**HOW TO APPLY:** Click on link: [https://www.applicantpro.com/openings/bcutah/jobs](https://www.applicantpro.com/openings/bcutah/jobs)

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