

ADMINISTRATIVE SECRETARY

Organization Overview

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards. Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

Responsibility

Under the direction of the business manager, performs secretarial duties and clerical tasks for all departments including typing, filing, and creating and managing forms, spreadsheets, and databases

Examples of Duties

- Answers and directs phone calls to park district staff; answers requests for general information and covers front desk when clerk/receptionist is not available
- Takes reservations for park facilities and program registrations by phone and internet as needed; completes related data entry and paperwork; receives monies and issues receipts
- Assists with monthly reports (e.g., board packets, board minutes) as well as public records requests
- Assists business manager with accounts payable/receivable, payroll, e-check and vehicle disposition reporting, records retention, and some human resources duties
- Assists other departments with administrative tasks such as compiling bid documents, record-keeping, general correspondence and scheduling, and more
- Assists with processes and documentation related to property transfers, leases, easements, licenses, and all related records
- May manage office volunteers and schedule shifts
- Serves as notary public
- Other duties as assigned

Necessary Knowledge, Skills, Abilities

- Proven teamwork, communication and partnership skills, and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility
- Ability to work with the public; proper telephone techniques, general knowledge of office procedures; accurate typing skills; ability to accurately direct phone inquiries; basic knowledge of business equipment, capable computer operation and software programs

Required Physical Abilities Include the Following, But Are Not Limited To

- May occasionally lift items weighing in excess of 30 pounds

Desired Training and Experience Requirements

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above
- Minimum high school diploma and two years of office experience
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening

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