

POSITION DESCRIPTION

Administrative Assistant

Reports To:	Office Manager	Status:	Part-Time, Year-Round
Reporting Location:	Armco Park Office 1223 North State Route 741 Lebanon, OH 45036	Compensation:	Starting at \$19 per hour

Revision Date: January 6, 2026 - HE

Position Goal: The Administrative Assistant serves as the first point of contact for park customers, delivering exceptional customer service and administrative support. Under the direction of the Office Manager, this position ensures a welcoming and professional experience for all visitors and callers while supporting the efficient operation of the Park District's offices and programs. Key responsibilities include administering the online reservation system, assisting with financial data entry, and responding promptly and courteously to staff and public inquiries to promote effective, customer-focused service.

Characteristic Duties and Responsibilities – Essential Functions:

- Monitors and maintains files and documents; ensures confidentiality, organization, and accuracy.
- Collects, sorts, and distributes incoming mail from the Park District mailbox.
- Orders and maintains office and cleaning supply inventories; coordinates the purchase of park operation supplies (e.g., beverages, miscellaneous items, online orders).
- Assists with employee onboarding and offboarding processes, including preparation and processing of employment documentation and updates.
- Maintains and updates the Park District's filing systems, including physical personnel files and digital recordkeeping.
- Greets and assists visitors; provides customer service support by directing inquiries, responding to requests, and facilitating timely resolutions as directed by the supervisor.
- Performs specialized administrative tasks, some of a confidential nature, such as scheduling appointments, preparing correspondence, maintaining records, drafting meeting notes, answering phones, and preparing mailings or communications.
- Serves as the primary contact for the Park District's online reservation system, including managing customer reservations, processing payments, and addressing related inquiries.
- Processes daily pay-ins, reconciles venue cash boxes and credit card receipts, and prepares bank deposits of Park District revenue.
- Processes electronic funds transfers for the Park District's beverage vendors.
- Supports the Office Manager with data entry related to Park District invoices as needed.
- Orders, tracks, and maintains inventory of employee uniforms.

WARREN COUNT PARK DISTRICT
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT

- Prepares and distributes weekly budget and purchase order (PO) reports to management and department heads, ensuring accuracy, timeliness, and clear communication of financial data to support decision-making.
- Performs other duties as assigned or apparent. Assists with related duties on a temporary basis in other work locations or areas as assigned.

Required Knowledge, Skills, and Abilities:

- Thorough understanding of customer service duties, office functions, and administrative tasks.
- Ability to manage confidential and sensitive matters.
- In-depth computer skills: Word processing, spreadsheets, internet, e-mail, including all Microsoft Office Programs. Ability to operate and evaluate various other types of office equipment.
- Understanding of office procedures and protocols, computer systems, software, and telecommunications systems.
- Strong attention to detail and accuracy. Strong organizational, customer service, oral/written communication, problem solving and listening skills. In-depth interpersonal skills.
- Ability to work unsupervised, to organize, prioritize, and meet deadlines.
- Proactive approach to problem-solving with strong critical thinking and decision-making abilities. Forward thinker who actively seeks opportunities and proposes solutions. Commitment to promoting innovation and supporting change. Willingness to learn and use new skills and knowledge.
- Ability to meet and deal with the public in a professional, helpful, and pleasant manner, always acting as a goodwill ambassador for the Park District. Ability to communicate tactfully and in a positive manner with park customers who may not necessarily understand or agree with the Park District's policies or practices.
- Ability to maintain a professional, cooperative working relationship with other staff members, partners, and volunteers. Exhibits a "can do" positive attitude which maximizes the efficient utilization of all available resources to accomplish assigned tasks.

Required Education and Experience:

- High school diploma or equivalent, plus at least two years of administrative support or closely related work experience.
- Good character with no history of serious criminal activity (felony convictions).
- Valid driver's license with an acceptable motor vehicle record allowing insurability by the Park District's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter is required.

Preferred Additional Education and Experience (not required):

- Two-year degree from an accredited college in business administration, management, finance, or closely related field.
- Experience with ERP Enterprise / MUNIS financial reporting system/software.
- Experience with online reservation system software.
- Park agency and/or government experience.

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ADMINISTRATIVE ASSISTANT

Work Environment & Schedule:

This position is a part-time, hourly position, which will work in-person at the Armco Park Office. Mostly business hours, Monday through Friday.

Physical Demands:

General good health as it relates to the ability to perform the tasks required of this position. While performing the duties of this job, the Office Manager is regularly required to stay in a stationary position and move throughout building to access files and/or equipment. This employee must be able to complete tasks in a noisy environment and apply established protocols in a timely manner. This employee may occasionally move up to 25 pounds. Reasonable accommodation will be made for known physical limitations of qualified employees and applicants with disabilities.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to CEO approval.