

May 15, 2013

F.L.S.A.: Non-exempt

NOTICE

There is a job vacancy with the **BAY COUNTY COMMUNITY CENTER.**

JOB TITLE: **RECREATION ASSISTANT/ACCOUNT CLERK**

PAY GRADE: **\$13.95 per hour entry, progressing to
\$16.56 per hour after 2 years (TU07)**

In accordance with the Agreement between Bay County and Local 15157, United Steelworkers, qualified County employee applicants may first be considered.

GENERAL SUMMARY: As the Recreation Assistant/Account Clerk for the Bay County Community Center, performs a variety of duties including coordinating rentals of the Community Center and Fairgrounds to sports groups, community groups and private organizations, and coordinating rentals that are separate from the community center. Maintains an annual calendar of events including all sports league activities. May coordinate or lead various fitness activities. Must use independent judgment and be able to follow policies and procedures. Performs routine and semi-complex tasks. May be required to assist the Director of Administrative Services with special projects and recreational activities. Work is performed under the direct supervision of the Community Center Manager in the Administrative Services Department. Work is performed under the general supervision of the Director of Administration Services.

TYPICAL DUTIES:

1. In accordance with defined operating procedures, receives materials such as e-mail, files, complaints, vital statistical records and general correspondence. Identifies material and/or issues appropriate receipt.
2. Coordinates building activities with seasonal recreation program and pool staff.
3. Receives small payments and ensures deposits are made according to policy. Carefully follows cash-handling procedures.
4. Provides counter assistance, keyboarding/data input and issuing standardized documents such as those dealing with vital statistics, permits, registrations, admittance forms and standardized data.
5. Schedules weekend attendants.
6. Frequently operates copy machine and may stock and provide light maintenance of reproduction equipment.
7. Monitors Community Center's budget and notifies Community Center Manager of discrepancies.
8. Updates Community Center website regarding events and room rates.
9. Will do Bay 3 TV segments on Community Center events and special projects.
10. May attend Michigan Recreation and Parks Association functions and activities.
11. Uses a variety of office machines.
12. Prepares status reports from departmental records, totaling information such as employee time and attendance, room rentals and schedules.
13. Reports building and grounds problems to maintenance personnel.
14. Help create, coordinate and facilitate fitness programs, leading or instructing, as required.
15. Offer personal training or group training to fitness center members.
16. Increase awareness and use by county employees of fitness center.
17. Potential in future to help create, coordinate and facilitate after school program.
18. In absence of Community Center Manager, may make routine operational decisions.
19. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Must have a fitness background. Certified Personal Trainer and Group Exercise Certification or three years' equivalent experience required. High school graduate or G.E.D. is required. Applicants may be required to take written and/or other examinations. Must be proficient with word processing and spread sheet applications and learn basic MUNIS applications. Must be able to work with minimal supervision. Must have a valid operator's license.

PHYSICAL REQUIREMENTS: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to 1/3 of the time. Must be sufficiently agile to lead or demonstrate fitness techniques or exercises.

APPLICATION DEADLINE: Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 no later than **4:00 p.m. Friday, May 31, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."

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