

**POSITION DESCRIPTION  
COUNT OF PERRY, INDIANA**

**POSITION:** Part Time Employee  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** 16 hours per week or/as designated by Parks and Recreation Director  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operator, Technician)

**DATE WRITTEN:** January 2010

**STATUS:** Part-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as a Part Time Employee for the Perry County Parks and Recreation Department, responsible for performing clerical functions and assisting the Parks and Recreation Director with planning and organizing activities of Department, including recreation programs, maintenance, walking trails, facilities, and outdoor programs.

**DUTIES:**

Assists the Parks and Recreation Director with planning and directing department programs, services, resources, and assigned staff, including ensuring compliance with operations policies, procedures and related regulations, implementing goals, programs and services, and monitoring work performances.

Represents Perry County Parks and Recreation Department to elected officials, citizen groups, local communities, school systems, other government entities, and organizations.

Demonstrates continuous efforts to help improve operations, decrease turn-around times, streamline work processes, and works cooperatively and jointly with the director to provide positive public relations and service.

Operates various hand and/or power tools in performance of duties, including, but not limited to, rotary mowers, weed eaters, and chain saws. Uses various housekeeping supplies such as trash bags, floor, window, sink, and toilet bowl cleaners/disinfectants. Responsible for emptying refuse containers, replacing trash liners, and picking up refuse and debris from park buildings and grounds.

Performs various clerical duties, including, but not limited to, answering telephone and providing information and assistance to callers, data entry and typing, copying, filing, and distribution of documents, such as correspondence, contracts, leases, bid specifications, and accident reports. Records, transcribes, e-mails or mails Perry County Park Board minutes and agendas to appropriate entities and parties.

Schedules/logs reservations for park buildings, facilities, and special events and maintains files of leases and contracts. Opens and closes park facilities, including weekends and Holidays.

Performs other related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Maintains a valid Indiana Driver's License and a demonstrated safe driving record.

Working knowledge of standard office procedures and computer programs used by the Department, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard bookkeeping practices and principles, and ability to perform arithmetic calculations and prepare related statements and reports.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, such as telephone, typewriter, computer, printer, fax machine, copier, and calculator.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Auditor, Park Board members, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, make determinations and present findings in oral or written form.

Ability to work independently and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to assist in planning and directing of department programs, services, resources, and assigned staff, including ensuring compliance with operations policies, procedures and related regulations, monitoring work performances, following policies and procedures, and implementing goals, programs and services.

Ability to operate various hand and/or power tools in performance of duties, including, but not limited to, rotary mower, weed eater, and chain saw.

Ability to use various housekeeping supplies and maintain park buildings and grounds.

Ability to work days, evenings, occasionally work extended hours, weekends and Holidays, and attend meeting/training as required.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of standard, recurring duties according to department policies and procedures, with priorities primarily determined by the Perry County Parks and Recreation Director. Errors in work are primarily detected or prevented through prior instructions from supervisor. Undetected errors could result in loss of time to correct error.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with Perry County Parks and Recreation Director, co-workers, other County Departments, Park and Tourism board members, volunteers, and the public for purposes of exchanging and explaining information, coordinating operations, and supervising and directing assigned personnel.

Incumbent reports directly to the Perry County Parks and Recreation Director.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, outdoors, and/or vehicle, involving sitting/standing for long periods, sitting/walking at will, lifting/carrying objects weighing more than 75 pounds, bending, reaching, crouching/kneeling, driving, crawling in confined spaces, pushing/pulling objects, climbing stairs/ladders, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be required to work in extreme temperatures, wet/icy surroundings, near fumes, gases, chemicals, dust, and dirt. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent must wear protective clothing or equipment, such as rubber gloves, hearing and eye protection, and safety vest when operating hand and/or power tools. Incumbent works days, evenings, occasionally works extended hours, weekends and Holidays, and attends meeting/training sessions as required.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Perry County Parks and Recreation Part Time Employee for the Perry County Parks and Recreation department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name