

**FAIRFIELD COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: Business Coordinator
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical and administrative duties for the Parks and Recreation Department. Work involves accurate calculation of time sheets for all exempt and non-exempt employees for Parks and Recreation Department; calculates, posts and verifies financial data for use in maintaining accounting records; sorts invoices to substantiate financial transactions; verifies and posts details of transactions, computer files and data bases; types vouchers, invoices, reports using computer; computes and records charges and refunds; and types, sorts and edits minutes of meetings. Employee operates a computer and is familiar with the use of contemporary word processing, spreadsheet, and file maintenance systems and specialized computer software programs. Employee is also responsible for maintaining routine departmental personnel records, registering participants for departmental programs and coordinating rental of recreational facilities. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with program participants and the general public. Reports to the Director of Parks and Recreation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Types material from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, reports and other documents; assumes responsibility for correctness of spelling, punctuation, format and grammar; composes letters, memorandums, and reports using established format and content as guides.

Answers the telephones, and greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel.

Establishes and maintains departmental filing system.

Assists preparation of departmental budget proposal by compiling data and binding the budget document.

Performs various personnel-related duties including enrolling new employees, processing accident and incident reports, and maintaining vacation, sick, personal and compensatory leave records and other confidential files; distributes departmental paychecks.

Coordinates rental of park and recreational facilities, maintaining calendar for each facility; registers participants for classes and programs. Issues usage permits.

Maintains Director's calendar and schedules meetings.

Maintains contact with and refers messages to departmental personnel.

Enters financial data from invoices; performs accounting/bookkeeping functions; prepares financial spreadsheets; processes and handles bills, purchase requests, purchase orders, payroll data and personnel data for the department; utilizing computer and computer software in such transactions.

Calculates accurately timesheets for all exempt and non-exempt employees for department.

Calculates, posts, and verifies financial data such as invoices, bill statements, community building payments, refunds, etc. for use in maintaining accounting reports; and compiles and sorts invoices and billing to substantiate financial transactions.

Verifies the reservations of community buildings to ensure problems, receives payments, prepare documentation for signatures, and informs of rules and regulations for using the buildings.

Answers routine questions about concerns of activity programs, policies, procedures, and rules governing department or activities.

Receives and processes service requests.

Types general correspondences such as memorandums, reports, schedules, and minutes of meetings.

Prepares and maintains records, files, and reports of departmental activity.

Enters a variety of data into computer system, receives and processes reports.

Receives, opens, sorts, date stamps, and delivers incoming mail

Receives and records incoming receipts and funds for bank deposit.

Receives and/or reviews e-mails and telephone calls, bills and invoices, time sheets, mail, and community building information such as reservations, etc.

Prepares and/or generates time sheets, invoices, and bills.

Refers to policy and procedures of Parks and Recreation Department.

Operates various office equipment including 2-way radio, fax machine, copier, computer, etc.

Utilizes clerical and office supplies such as computer software, binders, printer paper, etc.

Interacts and communicates with supervisor, co-workers, other departments, and general public.

Assist in grant or report writing for Department

Must be able to work weekends and nights.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associates Degree in Secretarial Science, Business or related field and two to three years of experience in clerical-administrative work; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, which include a typewriter, calculator, copier, facsimile machine, etc. Must be able to exert up to 15 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

Language Ability: Requires the ability to read a variety of documents, reports, procedures manuals, and computer printouts. Requires the ability to prepare correspondence, reports, forms, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

Intelligence: Requires the ability to plan work and develop procedures to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Business Coordinator.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and

objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with supervisor for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with fellow employees, program participants, Director of Parks and Recreation, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.