**TOWN OF HAMPTON**

**NEW HAMPSHIRE**



**MEMORANDUM**

Date: January 24, 2023

To: All Town Employees

From: Julie E. Glover, HR/Administrative Services Director

**RE: Position available in the Parks and Recreation Department**

The Parks and Recreation Departmenthas an opening for an Operations Assistant. If you are qualified and interested, please sign below:

JOB TITLE: Operations Assistant

SALARY RANGE: $19.40

WORK HOURS: 8:00 a.m. to 5:00 p.m. Monday thru Friday

JOB DESCRIPTION: Attached

QUALIFICATIONS: As per Job Description

**This notice will be posted until 3:00 p.m. on Tuesday, January 31, 2023**.

Please return the completed form to Julie Glover by Wednesday, February 1, 2023, even if no one signs up for the position. Thank you for your assistance.

 Town location where Posted:

*100 Winnacunnet Road, Hampton, New Hampshire 03842 Tel. 603-929-5806 HR@hamptonnh.gov*



Hampton Recreation and Parks Department

Position Description

**Position Title:** Operations Assistant **Department:** Recreation & Parks
**Reports to:** Director, Recreation & Parks **Date:** November 2021

**GENERAL SUMMARY**

Performs responsible administrative tasks for the Recreation & Parks Department; develops office procedures and forms; assists with program registrations utilizing the Department’s recreation software program; creates and distributes news and publicity releases across multiple social media platforms; and assists the public with information about the Recreation & Parks Department and its programs. Assists with Recreational programming and events.

# SUPERVISION RECEIVED

Works under the general supervision of the Recreation and Parks Director who outlines departmental policy, makes work assignments, and evaluates work. Performs duties with some degree of independence, exercising judgment and excellent customer relations skills in answering inquiries.

**SUPERVISORY RESPONSIBILITY**

May provide basic information to instructors and volunteers on specific requirements of recreation programs and events. Assists in seasonal staff and volunteer training.

# ESSENTIAL FUNCTIONS

*(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Assists the public with registrations for all programs and camps, monitors all corresponding forms, and develops procedures for most efficient manner of streamlining the registration process.
2. Receives telephone calls and visitors to department, answers routine inquiries based upon knowledge of department and its operations.
3. Produces a variety of correspondence, memoranda, forms, notices, and reports; performs clerical functions of the Recreation Advisory Council and other related committees, including agendas and minutes.
4. Maintains department’s filing system, performs basic bookkeeping; collects and records fees, maintains record keeping for petty cash expenditures, order supplies; prepares bills and payroll for Director’s review and signature.
5. Perform and/or oversee set up and breakdown of equipment for programs; organize volunteers to assist with programs.
6. Assists with planning, organizing, and supervising Recreation Department programs and events. Prepares informational paperwork for all classes and camps.
7. Responsible for updating schedules for all fields and gym space for recreation activities as well as other organizations using the same facilities
8. Assists with obtaining field usage permits; certificates of insurance; and payment of field usage fee, when appropriate
9. As scheduling changes occur, makes the necessary contact with instructors, participants, and facilities in a timely manner.
10. Instructs other employees on recreation software.
11. Keeps the Recreation Department activities on the town marquee, webpage, and Community Access Channel current.
12. Remains informed and alert to new methods and products that will enable more efficient operation of the department.
13. Performs other related duties as required.

# KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of office administrative practices and procedures; thorough knowledge of modern office equipment, including computer, with proficiency in RecDesk, Microsoft Powerpoint, Word, InDesign, Canva, and Excel. Ability to maintain administrative, fiscal, and general records; ability to prepare effective correspondence and to perform office management details without referral to a supervisor; ability to maintain confidentiality; ability to maintain effective working relationships with officials, department heads, employees and the public. Ability to deal with public relations problems courteously and tactfully. Exhibits excellent customer relations skills at all times. Adheres to Town’s written operating policies and procedures.

Knowledge of recreational and social needs of the community.

# MINIMUM QUALIFICATIONS REQUIRED

High School Diploma or GED, plus at least one-year responsible administrative office and recreational and/or event planning experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Must possess a valid Driver’s license. Must be First Aid and CPR certified or can acquire both within the first three months of employment.

Persons selected for positions with the Recreation Department must successfully complete a criminal record check prior to beginning employment and must not have been convicted of any felony and/or have a criminal conviction for the following offenses: causing or threatening direct physical injury to any individual or causing or threatening harm of any nature to any child or children. (RSA 170-E:56, II(a))

# PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk or run; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Work is performed both in an office setting and at variety of locations where recreational activities and events are held. Employee is exposed to outside weather conditions and the noise level may be loud.

Varied levels of occupational and/or emotional stress associated with the duties and responsibilities of being an employee in the department.

(11/21)