

## Heard County BOC

<b>Job Title:</b>	Recreation Operations and Office Manager	<b>Job Category:</b>	Clerical
<b>Department/Group:</b>	Recreation Department	<b>Travel Required:</b>	Possible
<b>Location:</b>	2020 Thompson Road Franklin, GA 30217	<b>Position Type:</b>	Full Time
<b>Level/Salary Range:</b>	Negotiable	<b>Date Posted:</b>	00/00/0000
<b>HR Contact:</b>	HR Contact	<b>Posting Expires:</b>	00/00/0000
<b>Will Train Applicant(s):</b>	Yes		
<b>External Posting URL:</b>	Heardcountyga.com/employment		
<b>Internal Posting URL:</b>	Heardcountyga.com/employment		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> 706.675.2493 Subject Line: Employment Email: HR@heardcountyga.com		<b>IN PERSON:</b> Heard County BOC 201 Park Avenue Franklin, GA 30217	
<b>Job Description</b>			
<p><b>PURPOSE:</b></p> <p>The purpose of this job is to provide day-to-day operational management for the Recreation Department. Candidate would work directly under the Recreation Director to help coordinate and oversee various sports throughout the year. Knowledge of various recreational sports as well as basic office knowledge is preferred. Candidates may have to work indoors and outdoors in various conditions.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The following duties are normal for this job. There are not to be construed as exclusive or all-inclusive. Other duties may be required an assigned. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Handle all recreation monies, including concessions and registration fees. Handling billing of all parents with outstanding balances.</li> <li>• Work with Recreation Director to assure facilities, uniforms, forms, dues, and schedules are reserved, ordered, collected, and maintained appropriately.</li> <li>• Create seasonal flyers and assure signage encourages participation in future activities.</li> <li>• Managing the daily administration duties of the department and provide support to departmental staff.</li> <li>• Answering the phone, taking and distributing messages, stamping, sorting, and distributing mail, preparing purchase orders and maintaining office supplies.</li> <li>• Managing program registration to generate roster, program evaluations, team formation, and generate reports</li> <li>• Work with various coordinators to assure facilities, uniforms, forms, dues, and schedules are reserved, ordered, collected, and maintained appropriately</li> <li>• Enforce rules and regulations of the Heard County Recreation Department</li> <li>• Help with registration of programs</li> <li>• Keep the Director informed on key issues</li> <li>• Perform other duties as required</li> </ul>			

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Must have a high school diploma or equivalent

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires the ability to utilize mathematical formulas and other basic math skills. Requires the ability to record and deliver information to others, to explain procedures and policies, and to follow verbal and written instructions, guidelines, and objectives. Must be able to physically able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty (20) pounds of force occasionally and up to ten (10) pounds of force frequently. Physical demand requirements are at levels of those for light work. Must be able to lift and carry weight of twenty (20) pounds.

**PREFERRED SKILLS**

Proven experience in office management, accounting, clerical, business operations, and/or related field preferred.

Microsoft word and excel knowledge preferred.

**ADDITIONAL NOTES**

Must agree to a pre-employment drug test and criminal background

Motor vehicle report required

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time