



## JOB DESCRIPTION

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**TITLE:** Executive Assistant  
**DEPARTMENT:** Parks and Recreation  
**GRADE:** 13  
**FLSA:** Non-exempt  
**EEO DESIGNATION:** Administrative Support  
**REVISION DATE:** 06/10/2021

### **POSITION SUMMARY**

Under the Director of the Parks and Recreation Director, this position performs a variety of clerical and administrative duties in the Parks and Recreation Department. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, reservations for City owned facilities, typing or word processing, office machine operation, and filing.

### **ESSENTIAL FUNCTIONS:**

- Compile Parks and Recreation Department budget annually
- Assist with web page development and social media publications
- Prepare invoices and requisitions for payment using city specific software
- Assist public with recreation program registrations, pavilion rentals, field reservations, etc.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- Answer telephones, direct calls and take messages.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Performs other related duties as assigned and directed.

### **MINIMUM QUALIFICATIONS:**

Must have high school diploma or G.E.D. equivalent and two years of post-high school specialized training or associate degree. Four years of administrative experience, with at least two years performing advanced administrative functions related to accounting, finance or records management (such as legal secretary, grant coordinator, budget analyst) are preferred; or combination of education and experience. Must possess a valid Utah Driver's License.



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### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Telephone procedures and etiquette; correct English usage, spelling and vocabulary; personal computer applications; and data entry.
2. Provide customer service
3. Answer customer or public inquiries
4. Type letters or correspondence
5. Take messages
6. Obtain information from individuals, residents, etc.
7. Use spreadsheet software
8. Use computers to enter, access or retrieve data
9. Use word processing software
10. Complete purchasing requisitions
11. Greet customers, guests and visitors consistently exercise initiative in using time productively and without close supervision. Able to handle confrontational situations and make sound decisions. Project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation. Establish and maintain effective working relationships with both internal and external customers.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Generally comfortable conditions. Intermittent sitting, standing, and travel to City locations. Requires telephone conversations, requires use of electronic mail, and requires work with external customers or the public. Considerable exposure to stress as a result of human behavior, department employees, City departments, vendors, contractors, and the public. Work is often performed under deadlines and time constraints.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*