

## **Tuscaloosa County Park and Recreation Authority Job Description**

**Job Title:** Tingle Center Office Manager  
**Department:** Community Development  
**Reports To:** Activity Center Manager  
**FLSA Status:** Non-Exempt  
**Job Level:** Level 13 - \$14.61/hr (min) - \$19.72/ hr (max)

### **SUMMARY**

This job encompasses a variety of office work with primary responsibility of managing the daily operations of the activity center front office and control desk.

### **ESSENTIAL FUNCTIONS:**

Maintains files and records and stays informed on all phases of PARA Programs/Services and facilities including fees, policies, schedules, classes, hours of operations, etc. in order that telephone and walk-in customers inquiries may be satisfied immediately.

Counts and receipts all money. Prepares daily deposits and makes bank deposits. Distribute receipts.

Establishes and maintains complex computer records and hard copy filing systems; Examples: RecTrac reservation system; program registration files; facility reservation book; equipment inventory control book.

Prepares correspondence and reports in accordance with established policies and procedures.

Issues membership ID Cards, and makes photos for activity/community center participants.

Maintains various records of office activities pertaining to scheduling, personnel and related activities.

Operates a variety of office machines such as but not limited to: fax, copier, laminating machine, paper cutter, folding machine, computer, printers and phone system.

Collects and distributes mail and message. Prepares interoffice mail distribution, provides stamps and separates outgoing mail, and prepares bulk mailings.

Prepares multiple copies of flyers for programs, events, activities, replenishes public display unit when needed.

Coordinates and may supervise the work of office support employees: control desk staff, SYEP workers, volunteers, part-time and temporary office help.

Provides support to control desk staff in the operation of the telephone console, screens and refers callers, provides detailed responses to information requests about facilities, reservations, programs, services and activities. Assists in recording incoming messages and distributes them to appropriate staff.

Prepare credits and maintains customer credit records.

Research prices for purchasing office supplies. Plans, initiates, purchases and maintains an adequate supply of office material and supplies. Keep supplies stocked for copier, printer, fax machine - order office/program/paper products/supplies.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has occasional supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED), two years of related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

The ability to read and comprehend instructions, correspondence, and memos is required. The ability to write correspondence, to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization is also required.

### **MATHEMATICAL SKILLS**

The office manager must be able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, volume and circumference.

### **REASONING ABILITY**

The office manager must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. The office manager must be able to deal with problems involving several variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

The office manager must hold a current valid driver's license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

**PARA is proud to be a "Drug Free Work Place"**

All Employees are subject to random drug screens