

George A. Lauritson
Mayor



City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1100)
636-216-3368 (fax)

Job Description

Park Facility Clerk (Part-Time)

Position Open Date: April 2, 2018

Position Close Date: Open Until Filled

Classification: Part-Time

FLSA Status: Non-Exempt

Hours and Days of Operation: Typically, 8 a.m. to 4 p.m., Tuesday-Friday

Please submit a resume and City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application can be mailed or dropped off at the Municipal Center located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, or emailed to hr@saintrobert.com or faxed to (636) 216-3368. If you have any further questions, please contact Human Resources at (573) 451-3301 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com.

GENERAL PURPOSE OF POSITION:

This position is responsible for assisting in the oversight of recreation facility scheduling, special event planning and organization, and performs those administrative duties that support the day to day operation of the City parks and recreational facilities.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide information and assistance to the public and other employees regarding parks and recreation services, facility use rules and regulations.
- Record details of attendance, sales, receipts, reservations, or repair activities.
- Monitor activities to ensure adherence to rules and safety procedures, or arrange for the removal of unruly patrons.
- Schedule the use and reservation of all City recreational facilities and park amenities.
- Sell memberships and collect daily admission fees from customers.
- Keep informed of shut-down and emergency evacuation procedures.
- Clean recreational equipment, facilities, or grounds.
- Prepare and distribute news releases and publicity information including flyers and brochures.
- Compile participation and attendance reports for all City sponsored recreational activities and special events.
- Resolve routine problems or complaints regarding recreational services or programs.
- Maintain petty cash and concession change funds.
- Perform clerical duties, type correspondence, answers phone, gives information, and maintains files.
- Maintain daily deposits and submit and maintain credit card payments
- Sell and serve concessions to customers as necessary.

- Maintain inventories of equipment and supplies.
- Assist with requisitioning of merchandise, concessions, materials and equipment.
- Assist the Maintenance Technician and Grounds Technician personnel in maintaining recreational facilities and grounds.
- Open and/or close recreational facilities.
- Assist in coordinating City sponsored recreational special events and community organization events.
- Responsible for accounting and collection of patronage fees and memberships.
- Responsible for daily cash receipts and accounts for deposit and safekeeping according to established written policy and procedures.
- Responsible for organization of recreational facility records and files.
- Assist in the preparation of various studies, reports and related recreational information for decision-making purposes.
- Prepare articles for the City's newsletter on behalf of the department
- Utilizes computer system applications for golf course and facilities.
- Perform other related duties as directed.

JOB CONTEXT:

The Part-Time Park Clerk is a part-time position in the Parks and Recreation Department. The immediate supervisor for this position is the City Administrator. The person in this position works part-time hours, year-round. The person in this position may be required to work at night in support of special community events or programs. There is no shift work associated with this position. However, there is a schedule assigned to each facility clerk that must be followed. On the occasion you are unable to work a scheduled day, permission to trade with another facility clerk must be requested to the City Administrator he/she may grant the request at their discretion. The person in this position is always on-call, and must be willing to work evenings, weekends, and holidays. There is no overtime associated with this position. Hours are not to exceed 30 per week or 130 hours per month. Sixty-percent of the work done in this position is done indoors and 40% is done outdoors in all types of weather conditions. The Part-Time Park Facility Clerk is accountable for the fiscal, safety, and legal issues for which this position is responsible.

There is exposure to chemicals and/or hazardous materials in this position such as cleaners, pesticides, herbicides, and petroleum products on a regular basis. The stress level associated with this position is low. Physical work consists of, but is not limited to, driving City vehicles, climbing, carrying objects up to 50 pounds, standing for long periods of time, sitting for long periods of time, stooping or bending over, and reaching up and out.

LICENSES AND CERTIFICATIONS:

- The person in this position must have and maintain a valid Missouri Driver's License
- CPR and First Aid Certification within 6 months of hire date.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Minimum of 2 years experience in customer service.
- Any combination of education and experience sufficient to perform duties of position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City park regulations and policies.
- Knowledge of office procedures, methods, and equipment with particular reference to receiving and accounting for the receipt of cash.
- Knowledge of basic mathematical skills, including addition, subtraction, division, and multiplication
- Knowledge of City purchasing procedures and policies.
- Knowledge of principles and procedures of record keeping and reporting.

Skills and Abilities

- Ability to create an increased public interest in recreational special events.
- Ability to enforce facility rules and regulations firmly, tactfully, and impartially.
- Ability to solicit community and organizational support for City recreation special events.
- Ability to explain the safe and proper use of park facilities and equipment.
- Skilled in preparing and maintaining accurate and complete department records.
- Ability to respond to requests and inquiries from the general public.
- Establish, maintain, and foster positive and harmonious working relationships with the general public, other City departments and public organizations.
- Ability to recognize a problem and develop a solution.
- Ability to exercise sound independent judgment in evaluating situations and making decisions.
- Ability to communicate effectively with customers and other city employees.
- Skilled in the proper grammar and the use of English in speaking and writing.
- Skilled in computer operations and applications, including word processing and spreadsheets.
- Operate a computer, Ach terminal, fax machine, calculator, cash register, copier, and other modern office equipment.
- Ability to report for work and perform the essential functions of the job for a complete workday to include weekends and holidays.
- Display discretion, confidentiality, and integrity in performance of duties.
- Ability to organize, multi-task, and plan work to meet deadlines.

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and the employee will also perform other

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reasonable related duties as assigned by the immediate supervisor and/or Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.