

George A. Lauritson  
Mayor



City of St. Robert, Missouri  
194 Eastlawn Ave., Suite A  
St. Robert, Missouri 65584  
[www.saintrobert.com](http://www.saintrobert.com)

573-451-2000  
(Extension 1112)  
573-336-5714 (fax)

## Job Description

### Park Facility Clerk (Part-Time)

**Position Open Date:** September 25, 2017    **Position Close Date:** Open Until Filled

**Classification:** Part-Time

**FLSA Status:** Non-Exempt

**Hours and Days of Operation:** Typically, 8 a.m. to 5 p.m., Friday, Saturday, and Sunday

Please submit a resume and a City of Saint Robert application, which may can be printed from [www.saintrobert.com](http://www.saintrobert.com). Resumes and application may be uploaded on-line at [www.saintrobert.com](http://www.saintrobert.com), mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to [hr@saintrobert.com](mailto:hr@saintrobert.com) or faxed to (636) 216-3368. Please visit [www.saintrobert.com](http://www.saintrobert.com) for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at [hr@saintrobert.com](mailto:hr@saintrobert.com). The City of St. Robert is an equal opportunity employer.

#### 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 Park Facilities Lead. The person in this position works part-time hours, year-round. The person in this position may work at night only in support of special community events or programs. There is no shift work associated with this position. The person in this position is always on-call. The person in this position must be willing to work evenings, weekends, and holidays. 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 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.