**Class Title: ADMINISTRATIVE SECRETARY Salary: $16.37-$21.94 PER HOUR TIER 1**

**$16.37-$20.13 PER HOUR TIER 2**

**Department: WELLNESS Step Range: 1-7 DOQ**

**Division: WELLNESS /AQUATIC/RECREATION Status: FULL-TIME (NON-EXEMPT)**

**Date: AUGUST 24, 2021 Union: MISC. EMPLOYEES**

**Interested applicants please submit application and resumes on the City of Lindsay Website at** [**www.lindsay.ca.us**](http://www.lindsay.ca.us)

**Deadline: Deadline: Friday, September 7, 2021 @ 5:00pm.**

**GENERAL PURPOSE**

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, event/activity coordination and marketing, providing administrative support to the Wellness/Aquatic/Recreation Director, and assisting in the administration of the standard operating policies and procedures of the Wellness/Aquatic/Recreation Department.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Wellness/Aquatic/Recreation Director.

**SUPERVISION EXERCISED**

Exercises technical and functional direction over assigned staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs routine and complex clerical and administrative work in records management, public relations, maintaining membership database, answering phones, receiving the public, providing customer and personnel assistance, cashiering, filling, marketing, and data processing while maintaining harmony among workers, members, tenants, community, and vendors.

Serves as lead cashier including receipting of Lindsay Wellness/Aquatic Center membership payments, billings and invoicing and various other department/recreation payments and posting monies to appropriate accounts.

Inputs data to standard office equipment and department forms; operates listed office machines as required; assists in the procurement of department materials and supplies; receives and distributes incoming mail, processes outgoing mail; maintains various reports such as monthly, quarterly, mid-year and annual reports, incident reports, , etc.; compiles tabulated data; coordinates travel plans for staff.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment; composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness; determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in annual department budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Assists with the scheduling, cleaning, maintenance, set-up and clean-up of activities, classes, special events, tournaments, etc. associated with the Lindsay Aquatic/Wellness Centers, Olive Bowl/Kaku Park, Sports Complex, and Lindsay City Park.

Attends Required Meetings.

**PERIPHERAL DUTIES:**

Work closely with Wellness Center Members, City and Wellness staff to coordinate activities, community events, parties, memberships, sporting events, etc. May be asked to assist with concessions or other duties associated with recreation activities at the Lindsay Aquatic/Wellness Center, Olive Bowl/Kaku Park, Sports Complex, and Lindsay City Park. Operates a vehicle to run errands. Hours and days vary based on activities and hours of operation.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from a high school (or GED equivalent) with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; -AND-

(B) Two (2) years of increasingly responsible related experience; -OR-

(C) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers, electronic data processing and social media; working knowledge of modern office practices and procedures; knowledge of basic math.

(B) Substantial skill in operation of listed tools and equipment.

(C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

**SPECIAL REQUIREMENTS**

Must be able to obtain CPR/AED certification and California Food Handlers Safety Card within first three months of employment.

**TOOLS, SOFTWARE AND EQUIPMENT USED**

Multi-line telephone, cellular phone, mainframe computer terminal, laptop, copy machine, postage machine, fax machine, base radio, and calculator; with program experience including Word Processing, Excel, PowerPoint, Outlook, Adobe, CANVA, DRIP, iMovie, Facebook, Instagram and Photoshop.

**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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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.

While performing the duties of this job, the employee will work in both indoor and outdoor recreation facilities. Employee may be exposed to seasonal weather.

**SELECTION GUIDELINES**

The City of Lindsay is an equal opportunity employer. Formal application, rating of education and experience; oral interview and reference check; medical, TB test, drug test and background check (live scan) and other job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

**BENEFITS:**

$16.05-$21.51 PER HOUR TIER 1 *Employees Hired prior to 07/01/2018*

$16.05-$19.73 PER HOUR TIER 2 *Employees Hired after 07/01/2018*

*10 Vacation Days, 13 Holidays, 10 Sick Leave days, 100% Employee Covered Medical, Dental and Vision Plans, Life Insurance, CalPers Retirement, Deferred Compensation Plan City Match, Aflac and Cafeteria Plan. and Wellness Incentive Program. Please see City of Lindsay website Human Resource page for further details.*

**ADDITONAL SALARY INCREASES:**

* *Effective on March 24, 2020 or the employee’s date of hire, all members shall receive a three percent (3%) hazard pay salary increase or a minimum salary increase of seventy-five cents ($0.75) an hour, whichever is greater. This hazard pay increase shall continue until the Lindsay City Council takes action to end the declared emergency, the declaration of emergency expires, or until December 31, 2021.*
* *An increase of 3% increase or minimum of seventy-five ($0.75) effective January 1, 2022.*

**COVID-19 CONSIDERATIONS**

Protecting the health and safety of our communities — including our teams and of those considering a career with the City of Lindsay— is our highest priority. We continue to closely monitor the evolving situation and we appreciate your understanding and flexibility with any related changes to our interviewing process. Those selected to interview will be contacted via email with instructions for a virtual or physical interview.

The City of Lindsay is committed to doing everything we can to keep our staff and community safe and it will continue to adhere to all CAL/OSHA COVID-19 Emergency Temporary Standards.