

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <https://www.spaldingcounty.com/careers>
SUBMIT APPLICATION and PROOF OF EDUCATION TO: employment@spaldingcounty.com or to the
HUMAN RESOURCES OFFICE
CLOSING DATE: Until Position is filled

Job Title: Administrative Assistant II (Position #2529)
Salary: Pay Grade 7; Hiring Rate \$38,584 per year
Provisions of the Personnel Ordinance for Promotion/demotion/transfer
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or state awarded GED; supplemented by three to five years previous experience and/or training that includes responsible administrative work, basic bookkeeping, general office work, and operation of a personal computer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia class C drivers' license. Must possess the ability to skillfully use Microsoft Word, Excel, PowerPoint, Publisher, and Outlook software. May require possession and maintenance of valid Georgia Certificate of Appointment of Notary Public.

GENERAL STATEMENT OF JOB: Under limited supervision, performs various administrative, secretarial, and data entry activities in support of Spalding County Leisure Services department. Reports to the Leisure Services Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as a computer, printer, typewriter, facsimile machine, copy machine, shredder, paper cutter, calculator, radio communications equipment, or telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary to active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Performs administrative duties such as preparing documents, scheduling meetings, managing web based meetings, coordinating various calendars, and maintaining a complete departmental records

Prepares budget documents for multiple departmental accounts. Prepares and submits weekly budget reports to department's management team.

Maintains daily expense ledger as it correlates to budget line items and summarizes availability of funds.

Manages recorded and written documentation of various business meetings.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Manages department procurement operations; reviews purchase requests; ensures availability of funds.

Prepares departmental audit reports as requested by county Finance Director.

Manages departments computer usage, maintenance, repairs, purchases, and computer programming. Manages reservation and accounting software accounts for department usage. Builds custom updates into system.

Prepares various documents, policies, manuals, forms, reports, correspondence etc. for the department.

Receives various forms, reports, correspondence, lists, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, spreadsheet, e-mail, Internet, web based software systems or other computer programs. Performs basic maintenance of computer system and office equipment, replaces toner, and coordinates service/repair as needed. Manages data storage of department files.

Trains staff on new computer applications. Maintains log of usernames and passwords for all subscription software.

Collects and prepares reports, data charts and dashboards utilizing department registration software, and various systems i.e. Microsoft Office Suite programs such as Word, Excel, Publisher, Power Point and Outlook, Power BI, Canva, County Accounting Software etc. for Leisure Services Department.

Submits weekly transaction reports to county finance department.

Assists Director with strategic planning and projections relating to receivables, expenditures and participation impacts. Conducts analysis of data reports.

Maintains Senior Center membership account “flag” system to alert member and staff about account issues and notes.

Manages documents and reporting requirements related to youth programming and the Georgia Department of Early Care and Learning.

Manages budget reporting related to various departmental and county grants.

Manages Department’s Open Records requests.

Manages department’s vehicle records, mileage, fleet maintenance, purchases etc.

Assists with website updates.

Performs basic maintenance of computer system and office equipment; assists staff with operation of various computer software; provides technical support to the department for minor computer problems; maintains equipment warranty information and schedules service calls. Maintains computer database and hard copy files of department activities, personnel, and records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; processes personnel and payroll documentation; reviews time sheets for accuracy; maintains records of employee leave balances; maintains employee personnel records; matches invoices and assigns to proper account, enters into computer, and forwards for payment; distributes documentation or retains records as appropriate.

Manages utilization of and conducts transactions with **recreation reservation software**. Uses recreation registration software to reserve park pavilions, meeting rooms, gym, etc.; receives payment for facility rentals; notifies park maintenance personnel and Leisure Services staff of reservations and/or maintenance work orders; maintains records of events scheduled for facilities within the department.

Maintains Department Policy Manual and Standard Operating Procedures. Interprets departmental rules and regulations for youth athletic associations, program partners, and the public.

Manages Accident/Incident reporting process for the Department including all necessary components and forwards documentation to County Human Resource Department for Accident Review Committee

Manages department’s weekly cash deposit. Posts credit card transactions for Leisure Service program registrations, facility reservations and Nutrition Program revenues. Processes the senior center daily revenue reporting.

Fulfills the position of Secretary of the Parks and Leisure Advisory Commission; records and prepares minutes of meetings. Processes meeting outcomes and submits documentation for approval of County Manager and public release.

Prepares Parks and Leisure related agenda items for consideration by the Board of Commissioners.

Assists Leisure Services Director with on-going county wide projects.

Assists at special events hosted by the department and/or the county.

Assists with new staff orientation and training regarding front desk operations, Online Registration Software processes, Work order systems, money handling etc.

Manages departmental records retention within legal requirements.

Prepares travel and training memos, accommodation requests. Secures and confirms reservations and accommodations utilizing county PCard.

ADDITIONAL JOB FUNCTIONS

Provides assistance to other positions as needed;

Provides assistance as needed to staff members who chair Georgia Recreation and Park Association district and statewide committees.

Represents Leisure Services departments at meetings and other functions as required.

May operate a county vehicle for the purposes of office errands and/or special events.

Performs other related duties as required.

July 21, 2026