

**Borough of Bernardsville**  
**Administrative Assistant- Parks and Recreation**

**Employment Status:** Part-time

**Hourly Wage:** Based on experience

**Supervision Received:** Work is performed under the general supervision of the Parks & Recreation Director

**Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential duties:

- Coordinates the administrative and clerical functions of the department including determining proper work flow, setting priorities, establishing filing and record-keeping systems, etc.
- Registers participants for programming utilizing the CommunityPass system; helps prepare deposits for all program fees collected.
- Help to schedules and implements facility rentals; processes paperwork and collections of fees
- Responsible for sorting and tracking department mail, packages and other correspondence. Monitors office inventory and arranges for purchase of items as necessary.
- Receives and responds to complaints, concerns, and inquiries by disseminating information of both a routine and confidential nature requiring discretionary judgment and knowledge of departmental policies, procedures, and activities or referring issues and concerns to appropriate parties for resolution and follow up to ensure results.
- Assist after hours at scheduled events, registration sign ups, and programs.
- Performs related work as required.

**Skills:**

- Office management skills.
- Oral and written communication.
- Meet expectations for quality service and delivery dates with good time management.
- Office equipment and machines, including personal computers.
- Computer experience required with Windows and other Microsoft Office products (Word, Access, Excel, and PowerPoint).