

Town of Darien

JOB CLASSIFICATION DESCRIPTION

Job Title: Program Secretary

Hourly Rate: \$14-\$17

Job Summary: This class is accountable for performing general clerical functions and client services for the Park and Recreation Department and Youth Commission.

Supervision Received: Works under the direction of the Directors of Parks and Recreation and Youth Services. Task assignments may also come from the Assistant Director of Parks and Recreation and Office Administrator as assigned.

Supervision Exercised: None

Examples of Essential Duties: Assists with program preparation including possible event/site set up; contacts program participants in the event of cancellations, changes, incomplete registrations, etc.; coordinates "What's Up For Kids" calendar and distribute through variety of media; coordinates department and committee mailings and information distribution; enters and retrieves data on personal computers and computer terminals; handles routine requests for information or assistance over the telephone or in person; performs a variety of basic and repetitive processing tasks, reviews materials for accuracy and completeness, makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other work units; performs clerical duties associated with program publicity, brochures, flyers, forms, and documentation; performs data entry into department application software relating to programs, facilities, financial and participation reports as well as utilizing all software functions; prepares or provides assistance with department daily deposits and assures timely deposits to payroll; prepares routine forms and correspondence making minor revisions and additions; provides program delivery support and works on various program projects; responsible for cashier report accuracy, integrity and correctness during shift; responsible for front desk client services and the distribution of information via personal contact, telephone, internet, and email; responsible for preparation of reports relating to program activities and facilities including rosters for instructors, program summaries, etc.; responsible for processing payments and refunds for program activities; responsible for the collection and processing of program and facility registrations, parking permit sales and maintaining client records; performs related duties as required.

Minimum Qualifications: Graduation from high school or certification of having passed the General Educational Development (GED) certification examination and any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed below.

Knowledge, Skills, and Abilities: Knowledge of grammar, spelling, punctuation; knowledge of modern office practices, procedures, equipment, and standard clerical techniques; oral and written communication skills; basic skills in performing arithmetic computations; interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment and computer software including Microsoft Office Suite; ability to accurately perform word processing on a PC at a minimum of 30 wpm.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class work in an office setting that is subject to frequent interruptions, substantial contact with the public and exposure to video display monitors on a daily basis. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands					Depth Perception				X				
Standing				X	Color Distinction				X				
Walking				X	Peripheral Vision				X				
Sitting			X		Driving	X							
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)			X					
Pushing			X		Light Work (-20 lbs.)		X						
Pulling			X		Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X	X			Temperature Changes								
Reaching			X		Wetness	X							
Handling				X	Humidity	X							
Grasping			X		Extreme Noise or Vibration	X							
Twisting			X		Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes	X							
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids	X							
Repetitive Motion				X	Exposure to dampness	X							
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X							
Visual Acuity/Near				X	Mechanical Hazards	X							
Visual Acuity/Far				X	Physical danger	X							

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Darien is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated on: May 17, 2016