



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Secretary
DEPARTMENT.....: Recreation District No. 11
DIVISION.....:
CLASSIFICATION/GRADE.....: Administrative Coordinator II/106
REVISED.....: 03/2003
REPORTS TO.....: Chairperson
REVIEWED.....: 03/2003
WAGES.....: Hourly

SUMMARY:

To operate the office of Recreation District No. 11 by performing all clerical and routine managerial functions required to achieve efficiency.

BASIC FUNCTIONS:

1. Transcribing and composing letters and memos.
2. Preparing vacancy announcements.
3. Routes correspondence to the proper persons, departments, organization or businesses.
4. Handles all incoming and outgoing mail.
5. Coordinates with others to schedule meetings.
6. Miscellaneous typing, copying and compiling of information required for the efficient operation of Recreation District No. 11.
7. Establish a filing system so that relevant information is easily accessible.
8. Coordinates the transfer of information between Board Members.
9. Prepares and distributes agendas for Board and Committee Meetings. Serves as Minute Clerk for all such meetings.
10. All other duties deemed necessary by the Chairperson for Recreation District No. 11.
11. Preparation of reports and payroll.
12. Maintain calendar of events in visible location.
13. Directs and oversees purchasing for Recreation District No. 11. Coordinates invoices and purchase orders. Maintains other records related to purchasing.
14. Schedule employee evaluations quarterly.
15. Oversees other office employees.
16. Schedule and supervise all work to be done at Recreations District No. 11 swimming pools.
17. Schedule and supervise all work to be done at the Adult Softball Complex.
18. Be present during the hiring process of seasonal employees.

OTHER REQUIREMENTS:

1. Transacts routine business of District No. 11 including the rental of facilities.
2. Must be skilled in the use of computers and other equipment in the office of Recreation District No. 11.
3. Must be willing to work an amended schedule and extra hours when necessary to support the functions of Recreation District No. 11.

EDUCATION/EXPERIENCE:

1. High School diploma or equivalent plus five (5) years secretarial experience.
2. Good working knowledge of filing and other general office skills.
3. Effective verbal and written communication skills.
4. Ability to type at least fifty (50) words per minute and demonstrate good knowledge of punctuation, spelling and composition.
5. Ability to take dictation and transcribe from recording devices.