

Position: PROGRAMMING ADMINISTRATIVE MANAGER

Civil Service Title: Recreation Programming Assistant (c6149)

Main Functions:

The Programming Administrative Manager conducts highly responsible administrative work and programmatic support for the Chief Programming Officer (CPO) of NORDC.

Reports to: *NORDC Chief Programming Officer*

Duties:

- Provides administrative support to the Chief Programming Officer including drafting internal meeting agendas, meeting minutes, and coordination of follow-up activities;
- Maintains and manages emails, priorities, calendar and deadlines for the NORDC CPO;
- Provides technical support to the entire NORDC programming division and CPO for personnel administration including but not limited to:
 - ADP accuracy verification;
 - Distribution of personnel schedules;
 - Managing the programmatic NORDCInfo calendar;
 - Coordinating the compilation of NORDC's season brochure; and
 - Conducting/attending meetings on behalf of the CPO;
- Assists with budget analysis for project management and planning purposes including reconciling NORDC Foundation programmatic allocations to expenditures, follow-up and timely distribution of applicable check requests, communicating YTD budget actuals to program Directors for accurate budget planning purposes on a monthly basis; and working closely with Program Directors to ensure adherence to the City of New Orleans procurement policies and procedures and accuracy of budget reporting to the CPO;
- Assists with the implementation of CPO generated projects by analyzing the data submitted by each of the programming Directors for report generation, trend analysis, and program planning purposes;
- Conducts programmatic performance analysis for performance improvement planning purposes;
- Works closely with NORDC Executive, Director, Managerial, and all supporting staff and personnel as well as maintaining communications with the NORDC Foundation staff;
- Assists in the timely preparation of written materials (e.g. reports, memos, letters, etc.) from the NORDC CPO office;
- Assists and provides administrative support in varied special administrative projects related to programmatic functions of NORDC including but not limited to reviewing events schedules, communicating with other city departments to ensure the timely execution of programming activities, leading work groups around programmatic planning and data collection expectations;
- Assists in drafting responses to inquiries from the public, staff, City officials, or Commission members concerning the NORDC programmatic operations, plans, and activities;
- Assists with and performs data entry functions related to RecTrac management as needed;

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- Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the New Orleans Recreation Development Commission.

Knowledge, Skills and Abilities:

- Must enjoy and be capable of keeping up with a high-energy, fast-paced professional work environment.
- Capable of comfortably navigating issues facing public recreation and municipal government.
- Able to effectively manage multiple projects and assignments under time constraints.
- Able to demonstrate effective and efficient internal and external customer service through verbal, written and electronic communications.
- Must be very organized, extremely detail oriented, and capable of appropriately assessing the importance of competing priorities.
- High proficiency within MS Office applications, especially Word, Excel, and PowerPoint.
- Knowledge of the organization, policies, procedures and operations of the department.
- Thorough knowledge of the structure of city government, including knowledge of the organization and functions of major departments, boards and agencies
- Ability to establish and maintain good working relationships with representatives of other departments and general public

Employment Requirements:

- Must maintain an Orleans Parish domicile
- EITHER: A Bachelor's Degree with a major in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts, or Performing Arts or related field
- OR: High school graduation and four (4) years of experience in the coordination of recreational programs or recreation management
- OR: Permanent or probationary status as a Recreation Leader II, Recreation Center Assistant II, or Recreational Site Facilitator II and two (2) years of experience in those classifications
- Minimum of two (2) years supporting a C-level executive preferred

Compensation/Work Week/Probation Period:

- Base Wage/Status: \$28,882/annually, \$13.88/ hour, NON-EXEMPT
- Work Week: 40 hours per week, subject to flex time
- Probation Period: One (1) year

Apply to:

Please forward your resume by email to: srsmith@nola.gov