



**Position: RECREATION CENTERS ADMIN ASSISTANT**  
**Civil Service Title: OFFICE ASSISTANT TRAINEE (c0020)**

**November 18, 2016**

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**Main Functions:**

Assist the Recreation Centers Director in administrative duties to facilitate the efficient operation of the Recreation Centers Division.

**Reports to:** *NORDC Recreation Center Director*

**Apply to:** [scwyatt@nola.gov](mailto:scwyatt@nola.gov)

**Duties:**

- Answering, organizing, and prioritizing Center's related information, emails and phone calls;
- Assisting and facilitating Recreation Center employees Human Resource needs;
- Creating and maintaining division calendars and schedules;
- Helping setup meetings, appointments and interviews;
- Inputting and tracking division procurement;
- Compiling and tracking participation numbers to ensure adequate reporting;
- Preparing and maintaining documents and reports;
- Assisting with planning, implementation, and execution of Recreation Center special events;
- Maintaining positive representation of NORDC at all times, in writing and while speaking with members of the community and/or NORDC employees;
- Conferring with management and interacting with the public to help resolve customer complaints and concerns in a timely and professional manner, as directed; and performing other relevant duties as assigned.

**Knowledge, Skills and Abilities:**

- Ability to communicate effectively and clearly both verbally and in writing
- Knowledge of internet navigation and Microsoft Office software, including but not limited to Word, Publisher, Excel and Outlook
- Ability to perform administrative duties
- Ability to effectively and efficiently manage processes
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to establish and maintain effective work relationships with staff, patrons, and individuals from diverse backgrounds
- Physical ability to stand for the duration of the shift, use the necessary tools and supplies
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner

**Employment Requirements:**

- Must maintain an Orleans Parish domicile

**Compensation/Status:**

Annual Salary Range: \$10.15 per hour/NON-EXEMPT

Work Week: 35 hours per week, subject to flex time. Benefits package