



TOWN OF STOW
380 Great Road
Stow, MA 01775

Administrative and Maintenance Assistant Recreation Department – May 2024

The Town of Stow is seeking qualified applicants for the position of Administrative Assistant and Maintenance for the Recreation Department. This full-time (37.5 hr/wk), benefit eligible position assists with all duties in the administration of the department. The position provides a wide variety of clerical, administrative, website, recreational programming, and customer service tasks for the efficient and effective operation of the Recreation Department. In addition, performs a variety of semi-skilled and skilled tasks in the maintenance and/or repair of park and related facilities.

High school diploma and three to five years of experience in a responsible administrative role, preferably in a municipal setting, previous experience planning and establishing priorities, as well as basic recreation programming, development, implementation, and scheduling. Experience with minor repairs a plus. CPR and First Aid Certified preferred, or any equivalent combination of education and experience.

Grade 4 of the Town's Salary and Compensation Plan, with a starting hourly DOQ, with range of \$25.89 to \$27.20 with full benefits. (2 ½% COLA increase on July 1st) Hours are M-F, 10:00am to 6:00pm.

Position open until filled with resumes received on a rolling basis. Send letter of interest and resume in .PDF format to careers@stow-ma.gov. For the full job description, please see below. AA/EOE.

RECREATION ADMINISTRATIVE AND MAINTENANCE ASSISTANT

DEFINITION

Position is responsible for providing clerical, administrative, customer service, and general program support assistance for the efficient and effective operation of the department and for performing a variety of semi-skilled and skilled tasks in the maintenance and/or repair of town recreational areas.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides administrative and customer service assistance to the Recreation Department; prepares correspondence and reports; maintains and updates filing system for office; prepares and maintains office records and reports.
- Provides information and assistance to the public; responds to inquiries, requests, and complaints on the telephone and in person; explains department programs and policies; and refers individuals to other resources as deemed appropriate.
- Provides information and assistance regarding the registration, application, and permit processes for department programs and services; collects, verifies fees, and reconciles fees to meet program and service requirements. Records and deposits fees accordingly.
- Gathers materials and equipment for departmental programs and service.
- Processes all department invoices, payroll, accounts payables, accounts receivable, and completes vouchers and records receipt of supplies.
- Assists with the preparation and distribution of the monthly newsletter and manages mailing list.
- Assists with staff hiring, including advertising for positions, reviewing resumes, interviewing, and training.
- Maintains website and social media accounts.
- Manages reservations, calendar, and permitting of rental facilities.
- Assists with production of marketing and sponsorship materials, such as fliers, brochures, and press releases.
- May attend programs, events, and fundraising events outside normal business hours, as needed.
- Provides general oversight of the Recreation afterschool program.
- Performs minor landscaping at Recreation facilities, including mulching, weeding, edging, and tree pruning.
- Assist with routine maintenance of recreation equipment.
- Oversee the maintenance of athletic fields, baseball fields, and related facilities.
- Clean restrooms, pick up litter around the parks, and empties trash as needed.
- Oversee the opening and closing of irrigation systems.
- Maintain a record of fertilizer and chemicals used on the fields.

- Create and keep updated a comprehensive maintenance schedule for all Recreation facilities.
- Performs related job duties as necessary.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employees are expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

JUDGMENT

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines.

CONFIDENTIALITY

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and three years of related experience in a Parks and Recreation Department, prior knowledge of basic recreation programming, development, implementation, and scheduling, or any equivalent combination of education and experience. CPR and First Aid certification preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of office practices and procedures. Working knowledge of Microsoft Office and Excel, recreation programming, as well as maintenance of athletic fields, and maintenance and small repairs of Pine Bluff Recreational area facilities.

Ability: Ability to work independently, communicate effectively with others both orally and in writing, meet deadlines, establish, and maintain harmonious working relationships, maintain confidential information, pay attention to detail, process workload efficiently and accurately, prepare technical reports. Ability to handle numerous, diverse, and complex projects at one time. Ability to be diplomatic, professional, and courteous when dealing with others, especially in contentious or confrontational situations. Ability to meet deadlines. Ability to work

independently and prioritize tasks. Ability to multi-task. Ability to provide excellent customer service. Ability to communicate efficiently and effectively with program participants, department heads, Recreation Director, and vendors.

Skills: Customer service, communication, and organizational skills. Strong technology skills. Skills required to maintain and/or repair park and related facilities and recreational equipment.

WORK ENVIRONMENT

The work is performed in multiple environments. The work is primarily performed in an office environment with some functions performed outside.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves physical skills typical of an office environment, including sitting, standing, walking, stooping, and twisting. Additionally required ability to perform some manual labor including landscaping tasks and the operation of maintenance equipment. May be required to lift objects such as files, boxes of papers, office supplies, and office/recreational equipment weighing up to 30 pounds.

Motor Skills

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment, as well a variety of maintenance equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.