

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

Parks Assistant
Full Time

SUMMARY OF ESSENTIAL DUTIES:

SCOPE OF RESPONSIBILITIES: Under the direction of the Parks Director, coordinates and performs a variety of skilled secretarial functions; provides administrative support to the Parks Director, Program Coordinator, and other departmental personnel; prepares correspondence, reports, and other documentation; updates and maintains the Department's records and files; coordinates assigned Parks Department programs; prepares requisitions for the purchase of supplies and equipment; orders departmental supplies and uniforms; responds to Parks inquiries and complaints; and performs other related duties as assigned.

POSITION SPECIFICATIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers, screens, and directs incoming calls to appropriate divisions and/or individuals; documents and distributes telephone messages.
- Greets and assists rec center visitors; directs visitors to other City departments as required.
- Serves as a primary point of contact for rec center employees and the general public.
- Responds to various types of Parks inquiries and/or complaints; provides information regarding division operations, services, programs, projects, and policies.
- Prepares, processes, and prioritizes work orders received from the public and other City departments.
- Provides secretarial support and assistance to the Parks Director, Program Coordinator, and/or other employees as required.
- Schedules and coordinates meetings, appointments, and/or other functions; organizes reservations for training workshops; updates and maintains division calendars.
- Prepares, processes, reviews, and disseminates correspondence, memoranda, contracts, schedules, forms, purchase orders, invoices, and/or other types of division documentation.
- Updates and maintains division records, filing systems, databases, and/or policy manuals.
- Prepares, collect fees, schedule, and disseminate park reservations to appropriate staff.

- Assisting with set up and breakdown of events.
- Assist in day-to-day building cleaning.
- Assist in creating park flyers, brochures, and other advertisement as needed.
- Assist with rec center programs as needed.
- May be required to work some weekends, special events and a staggered weekly schedule.
- Performs other related duties as assigned or required.

SALARY RANGE:

\$29,660- \$31,574

Applications and resumes will be accepted until 5:00 p.m. on 9/1/2023 at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to skylar.krause@txkusa.org accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.