



OFFICE ASSISTANT/BUILDING ATTENDANT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, operates the Recreation Center during weekday, evening, and weekend hours as assigned.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provide a variety of information and assistance to interested parties including explanation of department and City programs, policies and procedures, and furnishing appropriate technical and other information.
- Sets up and tears down tables and chairs in meeting rooms.
- Opens, closes and secures recreation facilities.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Operation of a recreation facility; department rules and policies; availability and schedule of current classes; basic mathematical functions.

Ability to:

Work independently, learn quickly, perform heavy manual labor; work extremely well with others including staff, contractors, general contractors and the public; explain policies and procedures clearly and concisely; analyze minor situations and adopt effective course of action; read, write, and understand English.

Skills:

Operate basic office equipment including copy machine, calculator and personal computer and keyboarding skills.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Sufficient experience and education to perform the above duties which is typically obtained through sufficient maturity to perform these duties in a trustworthy manner.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Perform heavy manual labor including bending and stooping; ability to explain recreation program and policies with tact; calmly deal with difficult people and with people of different cultures.

S705
BUILDING ATTENDANT
AFSCME 829 MAINTENANCE UNIT
NON-EXEMPT
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