

## Richland County Position Description

**Name:**

**Department:** Symons Recreation Complex

**Position Title:** Assistant Director

**Reports To:** Symons Director

---

### **Purpose of Position**

The purpose of this position is to assist the Director, in the overall operation of the Symons Recreation Complex for Richland County and the City of Richland Center.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in staff scheduling, including maintenance, reception, exercise, teaching, lifeguards and follow-up on staff attendance, find replacements if absences occur.
- Supervises customer service functions for the Complex including: reception
- Monitors accounting functions including recording receipts, make deposits with County Treasurer, track payroll, make EFT transfers, make small purchases for complex
- Knowledge of Quicken for business invoicing, including use of business portals
- Updates web site on a frequent schedule.
- Creates monthly member billing and monthly reports
- Knowledge of pool operation, with a Certified Pool Operator (CPO) certification.
- Programming POS and Scheduling Module for all services and classes offered.
- Performs reception and other clerical functions for the Complex.
- Attend monthly board meetings to take minutes.
- Creates newsletters and swim lesson schedule
- Updates State required Staff CPR and First Aid certifications and teaches Lifeguard Training(It will be necessary to work evenings and weekends to complete these trainings)
- Monitors and creates member orientation programs, social functions, and member services including member surveys, calling, and member education
- Computer experience--knowledge and experience with Microsoft Office and windows

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with one to two years experience, supervising personnel or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **Physical and Mental abilities Required to Perform Essential Job Functions**

Language Ability and Interpersonal Communication

- Ability to utilize descriptive data and information, such as regulations, letters, and memos, and general office equipment manuals
- Ability to effectively communicate with customers, and Complex staff.

### **Mathematical Ability**

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals

### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercised of judgment.

### **Physical Requirements**

- Ability to operate office equipment including computer, telephone, etc
- Ability to recognize and identify individual characteristics of colors, forms sounds, tastes, odors, textures, etc. Associated with objects, materials and ingredients.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger, and feel.

### **Environmental Adaptability**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgement. Ability to compare, count differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information
- Ability to persuade, convince, trains others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations,
- Ability to work in a safe office and recreation complex environment with exposure to humidity, odors, toxic agents.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date