

**JULY 26, 2010**  
**PUBLIC JOB NOTICE (WITH ONE DAY DEADLINE EXTENSION)**

Applications for **PART-TIME/TEMPORARY SECRETARY IN THE PARK & RECREATION DEPARTMENT** will be received in the office of the Human Resources Director until 5:00 P.M., **AUGUST 9, 2010.**

Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder. The applications should be prepared following instructions in the letter given out with the application blank.

Application forms may be picked up in the Human Resources Director's office, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **AUGUST 9, 2010.**

**APPROXIMATE # OF HOURS WORKED PER WEEK: TWENTY (20)**

RATE OF PAY: \$7.90 PER HOUR.

MUST HAVE A HIGH SCHOOL DIPLOMA AND A MINIMUM OF EIGHTEEN (18) MONTHS' SECRETARIAL OR CLERICAL WORK EXPERIENCE. TWO YEARS OF COLLEGE PREFERRED.

MUST HAVE TRAINING AND EXPERIENCE IN EXCEL SPREADSHEETS.

MUST HAVE AT LEAST EIGHTEEN MONTHS' EXPERIENCE IN GENERAL ACCOUNTING PRACTICES.

MUST HAVE ABILITY TO RECONCILE MONTHLY ACCOUNTING STATEMENTS AND PREPARE REPORTS.

MUST HAVE STRONG ORGANIZATIONAL SKILLS.

MUST HAVE EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS.

\*Applications taken for this posting may be used for 90 days to fill similar openings.\*

***\*NOTE - ONLY STATUTORILY REQUIRED BENEFITS APPLY TO PART-TIME AND/OR TEMPORARY POSITIONS.***

**\*SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.**

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**Barry Brewer**  
**Human Resources Director**

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.

# CITY OF FLORENCE

## Job Description

<b>Job Title:</b> Part-Time Secretary	<b>Department:</b> Park & Recreation
<b>Immediate Supervisor:</b> Director	<b>Section:</b> Administrative
<b>Classification Level:</b> PT	
<b>Exempt Status:</b> Non-exempt	

### Job Summary:

Performs secretarial work in assisting the Secretary III in the performance of delegated administrative assignments. Performs secretarial and accounting functions.

### Essential Duties and Responsibilities:

1. Performs assorted accounting duties.
  - a. Prepares daily deposits
  - b. Maintains office records and files for accounts payable.
  - c. Prepares Purchase Orders as needed for departmental purchases.
  - d. Codes invoices and reconciles monthly statements to processed invoices.
  - e. Maintains department budget reports and purchase reports and keeps Director informed of any overages that may affect operations.
  
2. Assists Secretary III with departmental duties as follows:
  - a. Answers phone calls and relays messages to appropriate personnel.
  - b. Greets public and assists with their needs.
  - c. Distributes of incoming mail.
  - d. Responsible for getting all mail out daily.
  - e. Upkeep of park and event schedules reserved by the public.
  - f. Responsible for handling park rentals as needed.
  
3. Assists with personnel functions for the Department
  - a. Collects time sheets as needed and maintains records of overtime, annual leave, and sick leave from daily time sheet in the absence of the Secretary III.
  - b. Generates Personnel Action Request Forms as needed.

### Supervision Required:

General supervision from Director.

### Experience/Training/Licensing Required:

1. Minimum of a High School Diploma with a minimum 18 months' secretarial or clerical work experience. Two years of college preferred.
2. Training /experience in Excel spreadsheets.
3. Minimum of eighteen months' experience in general accounting practices.

**Required Knowledge, Skills, and Abilities:**

1. Must have knowledge of modern office practices and procedures
2. Must have thorough knowledge of general accounting practices.
3. Must have ability to reconcile monthly accounting statements and prepare reports.
4. Must have knowledge of proper telephone procedures, etiquette, and courtesy.
5. Must have strong organizational skills.
6. Must have superior interpersonal skills to interact professionally with others.
7. Must have excellent written and verbal communication skills.
8. Must have excellent computer skills.
9. Must be able to multi-task.
10. Must be able to work accurately and meet deadlines.
11. Must be able to work with minimum supervision.
12. Must be able to comply with the City's and Department's workplace rules.
13. Must be able to operate office equipment such as computers, printers, copiers, fax machines, etc.
14. Must be dependable.

**Physical Demands (With or without reasonable accommodation):**

1. Moderate to considerable visual/mental concentration.
2. Able to work under stressful conditions.
3. Prolonged sitting with some standing, walking, bending, stooping, and lifting.

**Equipment/Tools Used:**

Personal computer, telephone, typewriter, calculator, facsimile, radio, copier, and other office machines.

Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

positions with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

#### SUGGESTIONS FOR FILLING OUT YOUR APPLICATION

Feel free to complete your application while here; or you may take your application home if you prefer, but be sure that you know the date by which it must be returned since applications cannot be accepted after the cut-off date.

It will be helpful to study the description, prerequisites and essential functions sheet of the job for which you are applying before filling out the application. Make sure you carefully and completely report your education, training, and experience so that it is clear how they have helped to qualify you for this specific job. It is extremely beneficial if you attach a separate sheet listing all experience that may have prepared you for the position, whether it is classes, hobbies, volunteer work, or paid employment.

#### OUR APPLICATION PROCESS

The application you submit will be considered only for this one position. If a similar job becomes available at a later date, you will need to reapply by submitting another application in order to be considered for that job.

Selections for vacant City of Florence positions, both open and promotional, are made as follows:

1. Job vacancies for DEPARTMENT HEADS are posted for ONE MONTH.
2. Job vacancies for other positions are first posted internally for 5 days, and then are posted externally for ten (10) business days.
3. After the closing date of posting, the Human Resources Director screens the applications, selecting the most qualified candidates in the following areas as they are relevant to the particular job requirements:

**EDUCATION** (For example, if a high school diploma or GED is necessary, then only those people showing at least this educational level or equivalent experience will be considered qualified in this factor.)

**SKILLS** (Operating various kinds of heavy equipment, typing, computer skills, etc.)

**KNOWLEDGE** (Don't forget classes, hobbies, or self-study)

**WORK EXPERIENCE** (Don't omit volunteer work), and

**RESIDENCY** (Some positions require)

**OTHER JOB REQUIREMENTS (such as a valid driver's license, ability to transport boxes weighing 100 lbs. on a frequent basis, certification in welding, ability to work from 8 a.m. until 5 p.m. five days a week, etc.).**

**IN OTHER WORDS, IF YOU DON'T LIST IT, WE DON'T KNOW IT!**

4. \*The most qualified job applicants as determined from the applications, resumes, and any other supporting materials submitted will be referred to the departmental supervisor for further review by interviews and reference checks.

**NOTE: If driving is a requirement of the job, you will need to provide the requested driver's license information on the application. If special certification is required, you should provide a copy of the certificate at the time you submit your application.**

5. \*The best-suited applicant will be chosen for the position.
6. \*If you are not contacted for an interview within ten to fourteen days of the closing date of the announcement, you can assume you were not among the applicants selected for possible interview.
7. \*If you are interviewed, you will be notified, usually by letter, whether you have been selected or not.

**Thank you for your interest in applying for employment with the City of Florence. Don't be discouraged if you are not selected for one job; be sure to apply for other jobs for which you are qualified as they are posted. Our openings are posted on the City's web site ([www.florenceal.org](http://www.florenceal.org)), or you can call us at 256-760-6360 to find out what positions are available.**

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**Barry Brewer  
Human Resources Director**