

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Program Assistant GR: 102 FLSA: Non-Exempt DATE: 12/05/2024
DEPARTMENT: Arts & Humanities DIVISION: N/A
REPORTS TO: Operations & Development Mgr. APPROVED: _____ JOB CODE: 3056

GENERAL DESCRIPTION:

Under general direction, performs a wide variety of clerical, secretarial and administrative duties. Assists with event coordination, databases and recordkeeping. Manages components of the Smoky Hill River Festival and other community projects. Collaborates with staff, volunteers, and external stakeholders to execute programs effectively. Work varies, individual judgment is required within generally prescribed standards and procedures.

TYPICAL DUTIES:

- Composes and types a wide variety of correspondence including letters, reports, and social media content; prepares bulk mailings.
- Screens telephone calls and greets the public with professionalism & courtesy.
- Utilizes various office software to manage calendars, databases, & program logistics.
- Helps to facilitate a wide variety of projects and activities; supports program implementation for the Smoky Hill River Festival & other Arts & Humanities programs.
- Facilitates event registrations and monitors budgets.
- Coordinates volunteer recruitment, training, & scheduling for events & programs.
- Maintains organized records, reports, & project documentation.
- Provides logistical support for meetings, workshops, & community outreach events.
- Performs overtime as required and other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Works under general direction; plans for and supervises volunteers effectively during events & programs.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. including courses or experience in office management, typing, computers, database management, and other clerical functions.
- Four (4) years of progressively responsible clerical work and/or experience in arts, education, event planning, or a related field.
- Must possess strong written and verbal communications skills.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS: None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, volunteers, officials and the public. (Daily)

Type accurately at or above 40 words per minute. (Daily)

Organize, prepare, and file records, reports and other documents. (Daily)

Effectively recruit, train, assign and supervise volunteers. (Daily)

Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

ESSENTIAL JOB FUNCTIONS (CONT'D.):

Work independently and complete assigned duties on schedule. (Daily)

Exercise sound judgement in decisions and interpretations. (Daily)

Communicate clearly & professionally, both orally & in writing. (Daily)

Maintain expenditures within budget & track financial records accurately. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 50 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Minimal amount required during normal office hours; frequently during special events.

Stand/Sit: Sit about 65 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Frequently perceive nature of sounds by ear.

Speech: Frequently express ideas by means of spoken words.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside throughout the year; work outside during special events.

Cold/Heat: Controlled; may work in varying temperatures for outside events.

Wet/Dry: Controlled inside work; may experience wet weather conditions during outside events.

Noise/Vibrations: Office equipment; crowd noise and music at events.

Hazards: None.

Fumes/Dust/Odors: No exposure.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to understand basic bookkeeping principles.

Ability to schedule appointments.

Ability to meet deadlines and work under some stressful conditions.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, copy machine, golf cart, printer, scanner, telephone, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.