

ADMINISTRATION

CLASS TITLE: *Community Center Worker*

CHARACTERISTICS OF THE CLASS: Performs duties as assigned by the Community Center Manager. Duties are performed under the supervision of the Community Center Manager.

ESSENTIAL FUNCTIONS:

- Assists in receiving and processing all calls
- Assists in coordinating and implementation of all events (including setup, cleanup, and tear down) at the Community Center and other facilities
- Communicate accurately with other city employees, officers, government agencies, and general public
- Quickly and accurately perform general office tasks such as typing, filing, mail processing, and computer entry
- Flexibility in working hours
- Assists in cleaning and the general upkeep of the Center
- Maximize public access to the use of the Center
- Organize and maintain records
- Appear for work and complete assigned tasks within a reasonable period of time
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another
- Receives and directs citizen complaints
- Operates standard office equipment such as a personal computer, copier, fax machine
- Performs other duties as assigned

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain accurate communication and effective working relationships with other city employees, officers, government agencies, contractors, and the general public
- Manage several work assignments simultaneously
- Ability to perform general office tasks such as typing, filing, mail processing and computer entry, using modern office machines such as: personal computer, photocopier, etc.
- Knowledge of basic administrative skills
- Basic knowledge of event planning
- Physically able to set up, clean up, and tear down tables, etc. for events

TRAINING AND EXPERIENCE: Graduation from high school, or equivalency, supplemented by experience in customer service or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: ***Non-Exempt***

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.