

## 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 at the Community Center and other facilities;
- Communicate accurately with other city employees, officers, government agencies, and the general public;
- Quickly and accurately perform general office tasks such as typing, filing, mail processing, and computer-entry;
- Flexibility in working hours to provide access to the Community Center for public and private events.
- Assists in the general upkeep of the Center;
- Maximize public access to the use of the Center;
- Organize and maintain records;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another;
- Receive and process citizen inquiries regarding facility's rental/availability;
- Operates standard office equipment;
- Performs other duties as assigned;
- May have to fill in for the Supervisor.

#### SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and speak effectively, including the accurate preparation of reports;
- 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;
- Knowledge of basic administrative skills;
- Basic knowledge of event planning;
- Ability to perform general office tasks;
- Ability to use modern office machines;
- Possess or the ability to obtain, a valid Kentucky vehicle operator's license.

**TRAINING AND EXPERIENCE:** Prefer 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.*