

**CITY OF ROLLA, MISSOURI**  
**JOB ANNOUNCEMENT**

*Class Title:*                   **Administrative/Executive Assistant**  
*Salary Range:*               \$35,022 - \$53,327  
*Department:*               **Parks & Recreation**                   *FLSA:* **Full-Time, Non-Exempt**

*ESSENTIAL DUTIES AND RESPONSIBILITIES:*

Perform basic bookkeeping functions, with payroll records and payables. Prepare daily cash and credit card deposits.

Assist with marketing and publicity materials and actively promote the department and its events. Assist with preparation and distribution of press releases, publications, and program flyers, through print, website, and social media.

Assist citizens with inquiries regarding parks and recreation facilities and services.

Process inquiries for special events and distribute Special Use Permit forms, when applicable. Perform scheduling of bandshell, pavilions, or other facilities in the department's software system for Special Use Events.

Process and distribute bid specifications for the purchase and maintenance of recreation and parks equipment and supplies as directed.

Coordinate with funeral homes and the public on the sale of cemetery lots, scheduling of burials and recording of related fees, tracking, and updating of cemetery records.

Assist with data compilation, tracking and analysis. Other duties as assigned by Director.

*EDUCATION:*

High School Diploma or equivalent required. Some college preferred.

*SPECIAL QUALIFICATIONS:*

Excellent communication skills are necessary. Must be comfortable working with the public. Must be able to use a computer be able to learn and utilize department software.

*APPLICATION DEADLINE:*

Open until filled. Applications and full position descriptions are available: Parks & Recreation Office, 901 N. Elm, 3<sup>rd</sup> Fl.; or email Floyd Jernigan, Parks & Recreation Director, at [fjernigan@rollacity.org](mailto:fjernigan@rollacity.org)

**AN EQUAL OPPORTUNITY EMPLOYER**  
**EMPLOYER COMPLIES WITH ALL ADA REQUIREMENTS**