

This is for one full-time position that will be for the Office Assistant and Community and Enrichment Center Coordinator. Below are the job descriptions for each position.

CITY OF YUMA OFFICE ASSISTANT

Description of Work

Performs the daily operations of the utility billing and accounts receivable functions of the City. Also, helps with the accounts payable functions of the City. Position works under the direct supervision of the Yuma City Clerk/Treasurer. Other duties may include retention and safeguarding of official city records and helping the public with requests, payments, etc.

Duties – Examples of Work

- Assist the public in municipal transactions, including but not limited to payment of utility bills, miscellaneous municipal application and permit fees, recreation department activity fees, open record request copying fees, municipal airport leasing fees, real estate leasing fees, and municipal court fines and costs.
- Perform customer service functions. Answer telephones, receive payments for city billings and other department revenue.
- Perform vital records functions. Issue birth and death certificates.
- Assist in the preparation of building permits.
- Assist in updating code books.
- Provide information and research assistance to the public and City staff.
- Assist with filing of city documents.
- Assist with elections as needed.
- Issues miscellaneous municipal licenses and permits, as needed.
- Assist in accounting for petty cash and disbursements.
- Plan daily operations, taking into account priorities, daily workloads and deadlines.
- Assists in picking up and delivering mail.
- Assists in completing and delivering the daily bank deposit.
- Assist with Account Payable functions.

- Assist with Records Retention for City documents and scanning of documents.
- Assist with preparation of meeting minutes from City boards.
- Assist Electric, Water, Wastewater, and Sanitation Supervisors with Administrative work.
- Various other duties as needed.

Physical and Mental Requirements

- Ability to ascend and descend stairs.
- Ability to lift and carry office supplies in excess of 25 pounds per item.
- Ability to work extra hours if needed.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Excellent skills in typing and operation of computer accounting, word processing and spreadsheet programs.
- Ability to handle administrative details as assigned or instructed.
- Ability to learn and communicate in a wide variety of technical terminology relevant to specific projects.

Qualifications

Ability to establish and maintain effective communications with persons at various levels of government as well as the general public.

Experience and Training

High School Diploma, GED, or equivalent. Bilingual a plus.

Additional education may be necessary as relates to changing legislation and Office Assistant responsibilities.

City of Yuma Community and Enrichment Center Coordinator Job Description

General Statement of Duties: Oversees and coordinates the Yuma Community and Enrichment Center activities and social programs.

Essential Duties and Responsibilities: The intent of this job description is to provide a representative summary of the major duties and responsibilities performed.

- Oversees Community Center programs, activities and events.
- Works with part time and/or volunteer staff on the continuous improvement of the community center as a public facility.
- Schedules usage of the community center for activities including athletics, recreation, culture, and education; and provides information and assistance to users of the facility.
- Monitors and inspects the community center; schedules maintenance; and secures facilities.
- Participates in the preparation and administration of assigned budget; submits budget recommendations; and monitors expenditures.
- Participates in sheltering during emergencies. Maintain knowledge of emergency management plans in coordination with the Yuma County Emergency Manager.
- Ensure that all offices and the facility are properly maintained and orderly, contributing to a welcoming atmosphere for the community.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
- Performs other related duties as required.

Required Knowledge, Skills, and Abilities:

Skill in:

- Organization and time management.
- Computers and applicable software.

Ability to:

- Communicate clearly and effectively, both orally and in writing.
- Coordinate and direct community center and/or public programs.
- Determine program timelines and schedules.
- Collaborate with outside entities to accomplish mission and goals.
- Interpret and explain City policies and procedures regarding the Community and Enrichment Center.
- Monitor the cleaning of the interior and exterior of the community center building and grounds.
- Ability to provide courteous customer service to the public.
- Ability to consistently lift and move 25 lbs.
- Ability to safely ascend and descend ladders.
- Schedule and supervise activities conducted in the Yuma Community and Enrichment Center.
- Maintain accounting records pertaining to the Yuma Community Center and Enrichment Center and the associated budget.
- Supervise other part-time employees and volunteer staff.
- Assist in preparation for the annual budget with the City Manager regarding the community center.
- Work with City staff in maintaining necessary inventory of items necessary to operate the community center.
- Solicit bids from contractors for the maintenance of the Yuma Community and Enrichment Center.
- Coordinate with Northeast Colorado Association of Local Governments - Meet and Eat Programs.
- Perform all tasks which may be set forth by municipal ordinance or resolution.

Supervision: Under the general guidance and direction of the City Manager.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

While performing the duties of this job, the employee is required to traverse a large facility interacting with the public.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Signature Date

Karma Wells, City Clerk/Treasurer Date

City of Yuma, City Manager Date