

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Adopting a
Position Description for a New
Position (Parks Office Assistant)**

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ORDER NO. 23326

WHEREAS, it is the recommendation of Charles Buchanan, Parks Director, that the attached position description be adopted for the following position:

Parks Office Assistant
Position Title

B
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of November 2, 2023.

DATED this 2nd day of November, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

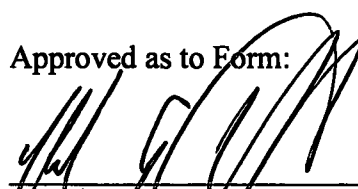
 **Absent At Signing**

John Herzog, Chair

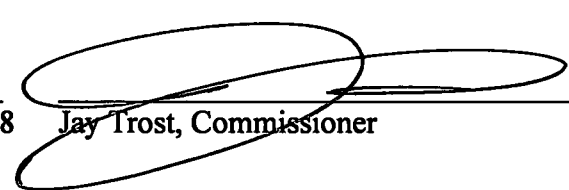


Brad Aleorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Trost, Commissioner

CJ2023-350

Curry County Clerk, Shelley Denney

Filed Date 11 / 7 / 23

Time 11:42 AM - 3pgs

Deputy S. Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Parks Office Assist-Parks Department

EXEMPT:	No	
SALARY LEVEL:	B	
SUPERVISOR:	Facilities/Parks Director	
PREPARED BY:	Facilities/Parks Director	October 2023

POSITION SUMMARY:

Serves as the Office Assistant in the Parks Department and provides technical office management, advanced secretarial duties, oversees reservations both on line and direct reservations, prepares claims, assists director and coordinator as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages the office operations, manages reservations, handles administrative duties, maintains department accounts, calendars, and prepares documents for parks department. Other duties as assigned.
2. Serves as the parks liaison for on-line reservation system. Updates, maintains, and stays trained in the reservation program.
3. Keeps financial files, receipts and records of revenue and disbursements, grant accounting, claims and deposits for Parks Departments.
4. Screens incoming calls, mail, personal visits, problems, and other matters, evaluating relative importance of each. Independently responds to routine matters. Researches and assembles required information for response as necessary to all public inquiries and complaints.
6. Prepares and maintains the department calendar.
7. Responsible for social media for Parks Departments.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

- No Supervisory Responsibilities unless Director is not available.

- Position is supervised by the Director, however, requires independent work with limited supervision.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Office duties, computers, Microsoft Office, Outlook, county finance, and reservations.
- Office management practices, R.V. Park operations, and procedures to ensure efficient workflow.

Ability to . . .

- Establish and maintain effective relationships with other employees, department heads and the public.
- Work with limited supervision in an independent setting, while able to recognize situations in which supervision and guidance are necessary.
- Handle complaints, problems, and hostile persons courteously.

Additional skills:

- Keeping detailed records and preparing accurate reports.
- Conveying information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the County, using language and a format the audience will best understand.

Desirable Qualifications: Understand R.V. Park reservation system, park management, and customer service.

EDUCATION AND/OR EXPERIENCE:

1 year experience in park management, hosting, reservations.

High School Diploma or equivalent

Must have valid Oregon Drivers License and pass a background and LEDS check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Normal working hours but also subject to emergency call-out as needed to provide services on evenings or weekends.

Work is primarily performed in office, with a need to travel for training or other duties.

Will be required to do some work from the office at Boice Cope RV Park.