

Job Information

Job title	Administrative Supervisor- Recreation	Job Code: RADSU	Pay Grade: K
Title of immediate supervisor	Recreation Centre Manager		
Department/Division	Parks, Recreation & Community Services		
Prepared by	N. Pallan		
Date Created	Dec 17, 2014	Revised date	Feb 24, 2020

Job Purpose

Coordinates administrative information, supervises clerical support staff and provides support to programs and operations staff. Provides information to the public and employees on a variety of matters related to the assigned duties. Provides assistance with the budgeting and financial aspects of the section.

Duties and Responsibilities

- Coordinates the flow of information and documents in the Centre; responsible for setting up and maintaining files, records and related materials.
- Assists in preparing the annual budget for the Office Administration group.
- Maintains and monitors Office Administrative group expenditures, as well as completing and updating any required financial reporting.
- Provides information and assistance to staff and the public, deals with enquiries or complaints referred from staff.
- Provides word processing, spreadsheet and other related software entry and support for a variety of material from rough draft or precedent and composes routine correspondence and reports.
- Submits payroll information for the Office Administration group.
- Hires, trains, schedules, coaches, maintains quality of work, and performance manages reception and clerical staff.
- Completes and balances cash deposits, reconciles and ensures accuracy of cash deposits and purchasing cards, maintains cash floats, petty cash and related financial duties.
- Prepares invoices and requisitions.
- Performs reception duties as required.
- Purchases stationary supplies.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent plus up to 1 year of post-secondary courses in business or office administration.
- Training in word processing and spreadsheet computer software.
- Three years of supervisory experience in an office environment.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 40 wpm.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.