



Recruitment Announcement

Parks and Recreation Office Manager

The Office Manager role at the Parks and Recreation Department is a pivotal position that demands a highly organized and detail-oriented professional. This individual will be responsible for overseeing a spectrum of administrative functions, ranging from payroll management to cemetery database maintenance. As a key member of the department's leadership team, the Office Manager ensures the seamless operation of day-to-day activities.

COMPENSATION & BENEFITS

SALARY RANGE: \$21.93 - \$23.27 per hour, depending on qualifications

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 6.8% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by Friday, December 15, 2023 to ensure consideration.



Position Description

POSITION TITLE: Office Manager

REPORTS TO: Director of Parks & Recreation

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: November 27, 2023

DEPARTMENT: Parks & Recreation

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 6

GENERAL PURPOSE

The Office Manager role at the Parks and Recreation Department is a pivotal position that demands a highly organized and detail-oriented professional. This individual will be responsible for overseeing a spectrum of administrative functions, ranging from payroll management to cemetery database maintenance. As a key member of the department's leadership team, the Office Manager ensures the seamless operation of day-to-day activities.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Parks and Recreation.

SUPERVISION EXERCISED

This position will supervise the full-time Recreation Clerk position and the Community House Receptionists.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Payroll Management:

- Oversee accurate and timely payroll processing for department employees.
- Collaborate with HR to address payroll-related inquiries and issues.
- Track seasonal and part-time hours, ensuring compliance with labor laws.

2. Support Services and Front Desk Coordination:

- Supervise and coordinate support services, including mail distribution, supply management, and office organization.
- Streamline processes to enhance efficiency and cost-effectiveness.
- Supervise the work of others in developing marketing content for the department.
- Act as the primary point of contact for office-related inquiries and issues.
- Manage front desk operations, including reception duties and customer inquiries.
- Train and supervise front desk staff to deliver excellent customer service.
- Maintain logs, contracts, subscriptions, and access to backend systems such as credit card processing, accounting software, etc.



- Identify opportunities for improving administrative processes and implement efficient solutions.
- Work collaboratively with department supervisors to streamline workflows and enhance overall effectiveness.
- Complete and track personnel actions such as new hire paperwork and terminations, and their submission to Human Resources.

3. Billing and Accounts Payable:

- Oversee billing processes for accuracy and policy compliance.
- Manage accounts payable, vendor relations, and invoice processing.
- Process monthly credit card transactions for the department.

4. Budget Development and Reporting:

- Collaborate on development of annual budgets with the Director.
- Maintain up-to-date records of actual expenditures and projections.
- Assist in developing programmatic and special project budgets.
- Develop reports and budget updates.

5. Cemetery Database Management:

- Maintain and update the cemetery tracking database.
- Collaborate on cemetery-related data with stakeholders.
- Implement and oversee digital record-keeping for cemetery operations.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business administration, accounting, or related field.
- Minimum 3 years of supervisory/administrative experience.
- Strong knowledge of various administrative functions.
- Proficiency in Microsoft Office, accounting software, recreation management software, and cemetery management systems.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Solid understanding of recreational programs, events, and community initiatives.
- Proficient in Microsoft Office Suite, especially Excel.
- Strong customer service and interpersonal skills.
- Ability to maintain professionalism and confidentiality.
- Effective communication and organizational skills.
- Maintain a high level of professionalism and confidentiality pertaining to sensitive personal information.
- Communicate clearly and effectively, both orally and in writing.
- Coordinate and direct the work of front desk support staff.
- Recommend and implement goals and objectives.
- Adhere to purchasing policies.
- Prepare clear and concise reports.
- Prepare and administer departmental budgets.
- Establish and maintain effective working relationships with co-workers, public, news media, other city departments and outside agencies.
- Ability to work independently and exercise good judgment in the application of department policies and procedures in developing and administering recreation programs.

DEPARTMENT SUPPORT

This position may be required to complete tasks in a busy office environment and provide third line back up to support staff. Program registration software, facility rental permits, answering questions from the public, and answering phones are secondary responsibilities.

EQUIPMENT AND SOFTWARE USED

Personal computer including word processing software, Google applications, calculator, copy machine and telephone. Extensive use of online platforms for tracking, data management, marketing, and financial processes. Occasionally use of city vehicle.

SPECIAL REQUIREMENTS

- Valid Wisconsin Driver's License.
- US Citizenship.
- First Aid and CPR Certification (or obtainable within 6 months).
- Ability to read, write, and speak English.
- Good moral character with willingness to undergo a background check.

PHYSICAL DEMANDS

This position primarily involves office-related tasks, and the physical demands are typical for an office environment. The employee is required to sit for extended periods, use a computer, and engage in standard office activities such as talking on the phone, typing, and handling documents. There may be occasional requirements to walk within the office, reach for items, and lift lightweight office supplies. The physical demands are generally limited to standard office tasks, and reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions in an office environment. Frequently work will be completed in an outdoor environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is minimal to moderate.

SELECTION GUIDELINES

Rating or education and experience; oral interview and reference check; job related tests may be required for the final selection.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TWO
RIVERS**
WISCONSIN

APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name			First			M.I.	
Street Address					Apartment/Unit #		
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary				Comments
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION										
High School					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____