

# POSITION DESCRIPTION



CLASS TITLE:	<b>Clerk II</b>	DATE COMPLETED:	<b>10/24/2024</b>
FUNCTIONAL TITLE:	<b>Cultural Development Clerk</b>	FLSA STATUS:	<b>NE</b>
DEPARTMENT:	<b>Cultural Development</b>	CLASS NUMBER:	<b>5</b>
IMMEDIATE SUPERVISOR:	<b>Cultural Development Director</b>	JOB CODE:	<b>0136</b>

## **JOB FUNCTION:**

The Cultural Development Clerk will perform routine clerical and administrative work in providing administrative support to the Cultural Development Director for the department's day-to-day operations and programs including typing, answering phones, filing, greeting Depot Museum guests and assisting with City parks and Trailhead events. These tasks are performed under the general supervision of the Cultural Development Director. Unusual situations or assignments may require detailed instructions and supervisory follow-up.

## **ESSENTIAL JOB FUNCTIONS:**

- Performs routine clerical and administrative work in answering phones, receiving the public and providing customer assistance.
- Assists with Trailhead department events and communicates with other departments, when necessary, to fulfill requirements of cooperative endeavor agreements (i.e. Pelican Park, St. Tammany Art Association, etc.)
- Maintains the schedule and assists with support at City recreational facilities.
- Communicates with artists, collaborators, and other partners regarding department programs and initiatives.
- Composes, types, and edits a variety of correspondence, reports, databases, inventories, memoranda and press releases requiring judgment as to content, accuracy, and completeness.
- Assists with maintaining Mandeville Trailhead website, City's Trailhead webpage and social media pages including email blasts and maintaining the email database.
- Maintains newspaper and magazine clippings, write-ups, pictures, etc.
- Receives, reviews, tracks and files special event applications.
- Responsible for the Trailhead meeting and field trip calendar.
- Performs other related duties as assigned.

## **MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Skill in the operation of standard office machines, including personal computers, Microsoft Word, Excel and PowerPoint, calculator, telephone, copy and fax machine.
- Excellent writing, editing and communication skills.
- Ability to problem-solve, meet deadlines, manage multiple tasks simultaneously & prioritize.
- Extensive knowledge of office practices and procedures.
- Ability to maintain effective working relations with employees, other departments, officials and the public
- Ability to maintain accurate records
- Ability to type and enter data accurately.
- Ability to handle stressful situations in an appropriate and professional manner.
- Ability to work flexible hours, including mornings, evenings, nights, and weekends.

**MINIMUM REQUIRED EDUCATION & EXPERIENCE:**

- Graduation from high school or GED equivalent; bachelor’s degree in business management, marketing or closely related field preferred, and
- Two (2) years of related experience; or
- Any equivalent combination of education and progressively responsible experience.

**ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:**

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. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

- Ability to operate a keyboard if required to perform the essential job functions.
- Ability to read and interpret a document.
- Ability to sit and talk and hear.
- Ability to use hands to finger, handle or operate objects, tools, or controls.
- Ability to reach with hands and arms.
- Ability to view objects at close vision and to adjust focus.
- Ability to lift/move/carry approximately 20 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department/division an “undue hardship” then the employee must be accommodated; hence omitting lifting/moving/carrying as a physical requirement.

**WORK ENVIRONMENT:**

While the work environment described here are representative of those an employee encounters while performing the essential job functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee often works in outside weather conditions
- The noise level in the work environment is light to moderate in the office and moderate to loud in the field.

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.

**APPROVAL:**

CLASS TITLE:	<b>Clerk II</b>
FUNCTIONAL TITLE:	<b>Cultural Development Clerk</b>
DEPARTMENT:	<b>Cultural Development</b>
<b>Department Director</b>	<b>Human Resources Director</b>