



# *The City of Rincon, GA*

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**Job Title:** Assistant Recreation Director  
**Department:** Recreation

**Class Code:**  
**FSLA:** Non-Exempt

## **Job Summary**

Assist in managing the purchasing transactions for all Recreation departmental activities.

## **Duties and Responsibilities**

- Receiving invoices and submitting purchase orders.
- Assist in developing the future budget and monitoring the current budget.
- Coordinate and supervise special projects and facility construction or renovation. Ordering and inventory all sports equipment and maintenance equipment.
- Scheduling games, practices, and work schedules for staff.
- Answering phones calls, assisting customers, coaches, and parents.
- Preparation of deposits from registration and the concession stand.
- Ensuring all facilities are kept tidy, safe, and clean which may include grass-cutting, weed eating or general field maintenance, building maintenance or park maintenance
- Supervision and discipline of both office and maintenance staff including their timecards and quality of work.
- Transport and supervise the prison work detail and be responsible for supervising nightly athletic contests and the umpires/officials that call them.
- Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Performs other related duties as required.

## **Minimum Education and Experience**

- High school diploma or equivalent
- Supplemented by four (4) years previous experience in general office operations, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

## **Required Certifications, Licenses, and/or Skills**

- Must possess and maintain a valid Georgia driver's license.
- Must pass drug screening and background check.



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### **Physical Demand**

Sedentary Work – Involves lifting no more than 10 pounds at a time, and occasionally carrying objects weighing up to 5 pounds.

### **Work Environment**

The work is performed in an office and may require extended periods of sitting and standing

### **Americans with Disabilities Act Compliance**

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.