



## City of Grosse Pointe Woods

**Subject:** **Position Vacancy**

**Classification:** Confidential Administrative Assistant & Events Programmer  
**Department:** Parks & Recreation  
**Wage Range:** \$43,000 - \$48,000 (DOQ)  
**Days:** Monday - Friday (weekends and evenings as needed)  
**Hours:** 8:30 am - 5:00 pm (full-time)  
**Union:** None  
**FLSA Status:** Non-Exempt

### GENERAL PURPOSE

Performs administrative and technical tasks to provide support to the Director of Parks and Recreation.

### SUPERVISION RECEIVED

Reports to the Director of Parks and Recreation.

### SUPERVISION EXERCISED

Community Center Employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Confidential Administrative Assistant & Events Programmer is responsible for assisting the Recreation Director with the day-to-day operations of the Community Center, Marina, recreational programs, senior programming, and administering city events throughout the year as well as clerical support.

- Coordinate, setup and oversee recreation, senior programs and special events.
  - Required to lift up to 20 lbs.;
  - Required to twist, bend, crawl, crouch, kneel, balance, reach with hands and arms;
  - Required to stand for extensive periods of time;
  - Required to push and/or pull a minimum of 20 lbs.;
- Process all invoices and prepare purchase orders.
- Prepare open purchase orders annually and track expenses.
- Prepare drafts and process all bid documents.
- Post bids and auction items on the BIDNET website.
- MIOSHA recordkeeping.
- Prepare and maintain Workers' Comp documentation.
- Scheduling and payroll duties.
- Prepare memos.
- Prepare notices to residents.
- Assist with daily cash operations.
- Develop and print park passes.
- Assist with class registrations and facility rentals.
- Produce promotional material / event flyers.
- Prepare and send e-blasts.
- Prepare and manage social media posts.
- Monitor department emails.
- Produce monthly reports.
- Answer phones.
- Operate a vehicle to conduct city business outside of city hall.
- Supervise staff as directed by the Director of Parks and Recreation.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High School Degree and/or two (2) years of related work experience.
- Any equivalent combination of education and experience.
- Necessary knowledge, skills and abilities:
- Knowledge of computers; Microsoft Office, digital camera, and desktop scanner.
- Ability to type quickly and accurately to produce documents in a timely fashion. Working knowledge of telephone, copy/fax/scanner, and calculator.
- Interact directly with the public.
- Ability to establish and maintain effective working relationships with city officials, employees, supervisors, and the general public.
- Ability to carry out assigned projects to their completion.
- Communicate effectively verbally and in writing.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

## **SPECIAL REQUIREMENTS**

Valid state driver's license or the ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Computer, digital camera, copier/scanner/fax, calculator, telephone, and automobile.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Work is performed in both an office setting as well as setting up for events outdoors and at other venues.

The noise level in the work environment is generally moderately quiet, but can be loud outside of the work environment. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to cold, wet and/or humid conditions, or airborne particles.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

To make application for the aforesaid position please submit a resume, application ( <https://www.gpwmi.us/hr/page/employment-application> ), and references to the office of the City Administrator on or before 4:00 p.m. on Thursday, August 21, 2025. The City of Grosse Pointe Woods is an EOE, FMLA and ADA compliance employer.