



Position: Office Manager - 12S/UN - Starting at \$19.12 per hour
Deadline: Open Until Filled, Apply Immediately

The City of Massillon Parks and Recreation Department is seeking a dynamic and innovative individual to join our team as Office Manager. The Office Manager is responsible for developing intra-office procedures, accounting responsibilities, management of task and high-level administration.

Nature of Work

- Oversees the coordination all aspects of the Recreation Office and the Legends Golf Clubhouse procedures such as: approve employee schedules, interviewing and hiring for open positions, training, evaluations, assigning of duties, high-level communication , disciplinary action, monitoring cash handling procedures, supervise the auditing of cash drawers, and overseeing daily deposits.
- Responsible for all accounts payable and receivable, processing of purchase orders and purchase requisitions, setting up purchasing accounts, and working with the Auditor's Office for expense reconciliation.
- Responsible for revenue intake including the development of procedures and communications with the Treasurer's Office.
- Manages all Recreation Board related business, including the preparation of minutes, agendas, reports, and notification to public regarding meetings.

Minimum Experience and Training Required

- High school education required. Associates or Bachelor degree preferred.
- Minimum of 5 years of full-time administrative experience required.
- Proficiency in Microsoft Office and ability to quickly learn in-house software programs.
- Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions from records.
- Ability to abide by confidentiality requirements with regard to personnel and other Recreation Board executive session items.
- Ability to establish and maintain effective working relationships with other employees, officials, and the public.

Please apply by sending resume and cover letter and a completed application to:
Massillon Recreation Center
Attn: Steve Pedro
City of Massillon Parks and Recreation Director
505 Erie Street North
Massillon, OH 44646