



Job Title: Civic Center Assistant
Department: Civic Center
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: 4/20/21 (Council Creation)

Accountability

Under the direction of the Civic Center Manager.

Job Summary

Responsible for making the Civic Center Facility accessible to the public and community organizations, and securing the same before and after meetings; assist in the operation and maintenance of building; performs other duties as required.

Essential Job Functions

Responsible for coordinating and unlocking/locking doors before and after early morning and evening weekday meetings as well as weekend meetings; staffs Civic Center office during work hours; supervises activities in building on weekday evenings and on weekends; provides assistance to groups and organizations meeting in the building; assists with the setup of chairs and tables, and other equipment that may be needed/used by a group; inspects equipment to be used to insure it is safe and in proper working condition.

Additional Duties and Responsibilities

Performs custodial care as directed. Maintains and monitors security both inside and outside of building and calls the proper authorities, if necessary.

Knowledge, Abilities and Skills

Good oral and written skills to effectively communicate with the public; ability to move and carry furniture (e.g. tables and chairs); ability to lift up to 50 lbs.; ability to carry, push or pull a variety of tools and equipment (e.g. carpet sweeper, vacuum cleaners, etc) and materials; ability to maintain records; ability to work during any meetings scheduled between 4:00 p.m. and 10:00 p.m. each weekday and for any meetings on weekends as such are scheduled in advance. Ability to utilize an online timesheet system for clocking in and out; ability to work with audio and video technology.

Education and Experience

Must be at least Eighteen (18) years of age. Six months experience in custodial work or activity scheduling preferred; one year of experience with various computer programs and functions; or any combination of equivalent education and experience.

Hours of Work

Maximum of thirty (30) hours per week. Will work with other part-time Civic Center Assistants to split hours. Preference is for splitting hours to approximately ten (10) hours per Assistant is preferred. The number of hours worked during a seven-(7) day work week will vary, depending upon the number and time of evening and weekend meetings. The Civic Center Assistant shall be available during any meetings scheduled between 4:00 p.m. and 10:00 p.m. each weekday and for any meetings on weekends. If no meetings are scheduled during these time periods, the Civic Center Assistant will not be scheduled to work. The Manager will prepare the schedule for the Assistants and advise them of the schedule in a timely manner.

Compensation

All hours shall be compensated for on an hourly wage basis. The Civic Center Assistant position is part-time and therefore no additional benefits are provided.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*