

NOW HIRING

PART-TIME OFFICE ASSISTANT RECREATION DIVISION



The City of Cedar Falls is accepting application materials for a **part-time Office Assistant** for the Cedar Falls Recreation Center. The expected hourly starting rate will be \$17.034. Expected work hours will be up to 29 hrs./wk, 4-5 days per week, Mon - Sun. The selected individual must be able to work 1-2 weekends per month, early morning, and evening shifts. The position is eligible for annual performance-based increases and part-time benefits, including pro-rated holidays, vacation, sick leave, tuition reimbursement, wellness, and retirement plans. Duties will include data

entry, general clerical duties, greeting citizens, customer service, cash handling, program and events set up and tear down, monitoring the facility for appropriate use, reporting, cleaning, compliance with city policies and regulations, and other duties as assigned.

Two years of office experience including high levels of public contact/customer service and a high school diploma, or equivalent are required. Candidate must have the ability to learn CivicRec Recreation Software, operate office equipment, including computers, phones, etc., and interact with the public from diverse social and economic backgrounds. Strong organizational, communication skills and detail orientation preferred. A post-offer, pre-employment physical and drug screen will be required for the selected candidate.

For consideration, submit a completed City application (non-Recreation Division application) from www.cedarfalls.com/jobs to jobs@cedarfalls.com or mail to: City of Cedar Falls, FBO Dept., Attn: PT Rec. Office Assistant, 220 Clay Street, Cedar Falls, IA 50613. Proof of education or a transcript is encouraged at the time of application and will be required before interviews are completed. Submission of a resume is also encouraged. The deadline for materials is Monday, April 22nd at 4:30 p.m.

EQUAL OPPORTUNITY EMPLOYER

