

SARATOGA/CAPITAL DISTRICT REGION
VACANCY NOTICE

<u>TITLE:</u>	Park and Rec Aide 6
<u>PAY RATE:</u>	\$15.26 / hour
<u>LOCATION:</u>	Crown Point State Historic Sites (Crown Point)
<u>JURISDICTIONAL CLASS:</u>	Non-Competitive
<u>NEGOTIATING UNIT:</u>	CSEA (Operational Services Unit)
<u>TYPE OF APPOINTMENT:</u>	Temporary/Seasonal- Year-round
<u>WORK SCHEDULE:</u>	Thurs-Mon with holidays as necessary. Position is 35 hrs./week, daytime schedule. 9:15a-5:15p

This is an administrative position that covers Crown Point Historic Site in Crown Point.

DUTIES AND RESPONSIBILITIES INCLUDE:

In season:

Reception desk, greeting visitors and assisting them appropriately. Including operating the cash register, credit card machine, and having knowledge about merchandise and general information. The office manager also assists with special events and public programming. The office manager also assists in answering the telephone, directing calls appropriately, or generally assisting callers and following up.

Entering historic site revenue and attendance data and generating reports for site administrators. Conduct and assist with regular safe counts and cashier counts for monthly audits. Reporting any discrepancies to Historic Site Manager.

Learning statewide and agency-wide financial accounting systems (SFS and BETS). Processing multiple credit card reconciliations, timely entry of data into each system, and submitting documentation paperwork on tight deadlines.

Assisting with payroll duties by auditing timesheets and LATS and HRIS for accuracy of reported time, making sure timesheets are signed by the appropriate supervisor

Creating & maintaining spreadsheets for tracking Natural Heritage Trust donations and expenditures. Making NHT bank deposits in a timely fashion.

Managing inventory and reordering of merchandise.

Managing pavilion reservations, adding reports to share calendar and handling special requests from guests.

Managing communications and scheduling group reservations and visits

Maintaining digital and paper copy files and assisting site manager with filing duties. Taking and satisfactorily completing all mandatory agency training courses.

Assistance with weekend maintenance and housekeeping.

Off season:

The office manager also assists with special events and public programming. The office manager also assists in answering the telephone, directing calls appropriately, or generally assisting callers and following up.

Entering attendance data and generating reports for site administrators.

Overseeing and completing monthly audits and reviewing with Site Manager.

Assisting with audits and inventory of site and office equipment; updating database and communicating with regional coordinator.

Updating of SFS data sheets and All Hazard Emergency Plans.

Managing communications and scheduling group reservations and visits

MINIMUM QUALIFICATIONS:

Must have good written and verbal communication skills, excellent organizational skills and have experience with Microsoft Office including Excel, Word, Outlook and PowerPoint. The position requires that the individual must have a professional and cooperative manner with both site visitors and staff at all times. Driver's license required.

It is the responsibility of each applicant to accurately describe their experience, and demonstrate that they meet the minimum qualifications. If you are interested in being considered for this vacancy, please submit your application or resume to **Lisa Polay, Crown Point State Historic Site, 21 Grandview Drive, Crown Point, NY 12928**. If you have any questions concerning the position, please contact Ms. Polay at 518-597-4666. All qualified persons are invited and encouraged to apply.

POSTING DATE: May 25, 2021

APPLICATIONS ACCEPTED UNTIL: July 2, 2021