



POSITION ANNOUNCEMENT

TITLE: Recreation Operations Specialist

STATUS: Exempt, full-time position

SUMMARY: Under the direction of the Recreation Superintendent-Operations, this position administers and oversees procedures for the department's facility and park rental operations. Performs the department's daily financial operations and transactions, including registrations, balancing, deposits, and reporting. Assists with other routine financial operations such as accounts payable, cash receipting and refunds. Leads the hiring, training, and supervision of part-time customer service staff. Performs regular customer service functions and communication through in-person contact, phone calls, and email correspondence.

REQUIREMENTS:

EDUCATION: An associate's is required, bachelor's degree preferred, or the equivalent combination of education and experience in Administrative Operations, Finance, Facility Management, Recreation, or related field.

EXPERIENCE: Two or more years work experience, preferably in a facility, financial, or office setting.

SKILLS: Proficient knowledge and skill in standard office equipment and software, including Microsoft Office applications (i.e., Word, Excel, Outlook, etc.). Ability to learn other specialized software for program registrations, facility reservations, and finance applications. Ability to accurately work with numbers, handle cash, checks and credit/debit card payments to accurately produce daily balancing reports and reconciliations.

COMPENSATION: Starting range: \$44,000 - \$49,000 with a comprehensive benefit package

CLOSING DATE: 4:30 pm on Friday, April 30, 2021.

Applications are available at www.twp.northville.mi.us and should be submitted, along with resume and cover letter to:

Northville Township
Human Resources
44405 Six Mile Rd
Northville, MI 48168

NORTHVILLE TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Post date: April 8, 2021