



TOWN OF DANVILLE

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

UPDATED NOVEMBER 2023

JOB TITLE:	Blanton House Facility Manager
DEPARTMENT:	Parks Department
LOCATION:	Danville, IN
REPORTS TO:	Parks Department Superintendent
SALARY:	\$12.50-\$17.50 hourly, pay growth based upon performance growth
TYPE OF POSITION:	Part-Time
HOURS:	Up to 29 hours per week, mostly nights and weekends
OVERTIME:	Yes

The responsibilities listed in this document are representative of the knowledge, skills, and abilities required to perform this position successfully. An individual must be able to perform each essential duty satisfactorily in order to fulfill performance expectations. Reasonable accommodations may be made for disabled individuals to perform the essential functions.

DUTIES AND RESPONSIBILITIES

THIS POSITION WORKS IN THE SUMMER MOST WEEKENDS NIGHTS, EVENINGS AND HANDLES CALLS FROM RENTERS ON A CONTINUOUS BASIS. PLEASE DO NOT APPLY IF YOU ARE NOT WILLING TO DO THIS.

Administrative

- Deliver park staff all records.
- Record data for each renter.
- Responsible for an annual report presented to the park board of the facility and weddings each December.

Uniform

- Staff should be dressed appropriately for the occasion. Proper uniform should consist of Park Department logoed shirt and dress or pants.
- During weddings uniform can be upgraded to formal attire and name tag.

Marketing

- Promoting the rental of the Blanton House through the community.
- Assist Community Engagement Coordinator in promoting the Blanton House through social media and events.
- Work with staff and board to develop special events for the Blanton House.
- Responsible for cataloging with pictures each wedding at the Blanton House (5 Pic/wedding Minimum). Send to staff after each wedding.

Communication

- Responsible for documenting rentals and delivering rental information to staff each week.
- Communicate with Facilities Managers office on rentals.
- Reports to Facility Manager.

- First responder to field all questions from renters at any time.
- Organize and coordinate vendors (tents, caterer, chairs, tables, linens and florist) setup and take down for rentals.
- Oversee that renters follow proper guidelines for alcohol permit and liability waivers.

Maintenance

- General janitorial functions throughout the facility.
- Make sure grounds are maintained and manicured prior to renting.
- Could be asked to do general lawn and landscaping maintenance throughout the property.
- At times may be asked to work on special projects or events with park staff.
- After every rental, inventory equipment (tent, tables and chairs) make sure they are not damaged.

Rental Day

- Unlock facility for renters to enter.
- Field all questions.
- Make sure all policies and procedures are followed by renters.
- Stay at facility during all times to make sure renter is fully taken care of.
- Responsible for making sure house is cleaned prior to renting.
- Act as maintenance worker to fix facility issues. (light bulbs, limb pickup, dust)
- Responsible for making sure that renter follows all cleaning procedures.
- If renters do not follow cleaning procedure than facility manager will be responsible for the cleaning.
- Make staff aware of any problems.
- Responsible for making sure house is secure after rental.

Typical Renter Procedure

- Correspond with renter on vendor setup, possible return showing of the Blanton House and fielding questions on facility layout, policies and procedures.
 - Check Blanton House for cleanliness and communicate with staff on exterior condition.
 - Communicate with renter and organize a meeting time for the day of rental.
 - Arrive 30 minutes prior to rental times and access facility and grounds.
 - Unlock and greet renter along with fielding any questions.
 - Provide renter with contact information.
 - **On site** Procedures: Conduct periodic checks with renter to make sure all needs have been met. Periodic checks of restrooms, trash, grounds and following guidelines set by the facility agreement.
 - Oversee the use of park equipment (Tables, Chairs, Tents,...)
 - Responsible for overseeing cleaning and closing procedures. Make sure facility manager is the last person to leave the grounds.
 - Fill out rental form with appropriate data and turn into park office. Make sure survey and form are filled out by renter and signed.
 - Send Thank You to renter.
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- Duties are varied and require considerable knowledge of municipal operations, office and information management systems, and Town procedures and policies.
 - Due to the sensitive nature of the job, the individual must maintain a high degree of confidentiality
 - This position will be subject to the rules, policies, and operating procedures established by the Town Council and the Town of Danville, as they may be amended from time to time.

- Assist with the ongoing process of evaluating and implementing changes to policies, procedures, codes, and ordinances relating to department objectives, goals, and standards.
- Attend all meetings and trainings as required.
- Maintain strict confidentiality regarding Town issues.
- Ability to coordinate and effectively communicate orally and in writing with Superintendents, coworkers, Town Manager, Assistant Town Manager, Town Council, other Town Departments, contractors, vendors, and public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

QUALIFICATIONS

- A minimum of a high school diploma or GED equivalent.
- Working knowledge of computers, all Microsoft applications, and MAC applications, and electronic data processing
- Ability to analyze administrative problems and to make sound recommendations. Skill in operating listed tools and equipment.
- Prior experience in municipal office is desirable but not required.
- Must have and maintain a verifiable Indiana Driver’s License, a demonstrated safe driving record, and must remain insurable through the Town’s liability insurance carrier.
- Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.
- Ability to utilize computer technology such as calculators, Word, Excel and PowerPoint.
- Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Must have a safe work record with good ethics and dependable attendance record.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 50 pounds with the use of personal safety equipment. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name