



APPLY BY: Friday, May 30

ADMINISTRATIVE AIDE

Reservations and Program Services

Extended Part-time: Up to 32 hours per week

\$29.10 - \$45.76 per hour

The Position:

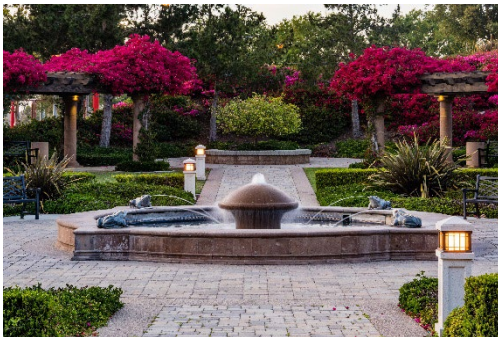
The City of Irvine is seeking a customer service focused, dependable Administrative Aide to assist with the clerical and administrative support needs of our Reservations & Program Services team. The team processes facility reservations, program registration, and front counter operations for the Community Services Department. **The position is Extended Part-time with a schedule requirement of 32 hours per week.**

Your Impact:

- Participates in the development and implementation of new and revised procedures, training manuals and forms in areas including, but not limited to, personnel, programs, and reservations.
- Provides analysis and interpretation of related City policies and procedures for department staff; assists with preparation of the fee and cost analyses and models.
- Participate in budget preparation, prepare cost estimates for budget recommendations, submit justifications for assigned operations, monitor and control expenditures.
- Develops or organizes computer-based data bases or spreadsheets; may assist with basic computer programming and systems support; inputs data; and conduct market research and data collection for fee increases.
- Review facility reservation applications, check availability, implement fees, and coordinate logistics with site staff.
- Process reservation permits, complex permits (film permits, open space permits, etc.), and special event permits.
- Categorize reservation requests for appropriate fee schedules including calculating and determining fees and deposits for facility reservations. Troubleshoot bookkeeping errors.
- Oversee reservation outcomes by identifying facility damage costs, purchases/requisitions supplies and equipment, and serve as a liaison with Facilities Maintenance, Landscape Maintenance, and other contractors.
- Track and schedule safety and professional training for staff.
- Successfully interact with the public, various community groups, and all levels of City staff, as well as work cooperatively with team members.
- Responds to routine complaints and inquiries regarding regulations, procedures and policies from participants, parents, facility patrons and the public.
- Perform a variety of general administrative tasks including typing, data entry/retrieval, copying, filing, faxing, emailing, and handling heavy phone calls.
- May review a variety of materials such as time sheets, work orders, reports, forms, applications, permits, data base information etc. for accuracy and completeness.
- May act as receptionist to assigned office or central location. Screens and routes telephone calls and visitors. Receives and relays messages. Provides information regarding City programs and services. Refers more complex inquiries as needed to other personnel.
- **HOURS: Shifts will be scheduled Monday-Friday during regular business hours, 7:30 a.m.-5:30 p.m., with occasional evening, weekend and holiday availability required.**

Minimum Qualifications

- Associate's degree and three years municipal accounting, budgeting or related public administration experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. May require a valid California driver's license.



Are you interested in this job opportunity?

Apply Online: cityofirvine.org/jobs