

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 03/08/2017 – Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Tennis Aide (PT)

JOB CLASS (GRADE):

HOURLY RATE: \$7.95

LOCATION: Recreation - Administration

WORK HOURS: Varies

DEPT. HEAD: Reginald Moore

WORK WEEK: Varies

(X) REPLACEMENT () NEW REQUIREMENT

Job Summary:

Performs responsible work in the daily operation at an assigned tennis center. Responsibilities include assigning courts, performing minor maintenance duties, and carrying on the general operations of the facility

Duties and Responsibilities:

1. Collects court fees and keeps proper records on monies and participants.
2. Works with a variety of people that use the tennis facility.
3. Assists in supervising current programs
4. Assigns tennis courts.
5. Informs public concerning tennis program and upcoming events at the center.
6. Performs minor maintenance duties at facility.
7. Assists Tennis Center Coordinator in preparing daily cash receipts.
8. Insures that all safety procedures are followed.

Minimum Qualifications:

1. High school graduate, or equivalent GED with one (1) year or more successful full-time working experience in a tennis facility or related work allied to the function to be performed
2. Any equivalent combination of education and experience acceptable to the appointing authority.
3. Knowledge of tennis rules and regulations, and tennis facilities.
4. Knowledge of cash handling and other Macon-Bibb County department policies.
5. Ability to maintain accurate records.
6. Considerable working knowledge of personal computers and word processing and database software programs, including the Microsoft Office Suite, the Windows NT network, and other assigned equipment.
7. Ability to do minor maintenance duties at the tennis facility.
8. Ability to maintain effective working relationships with fellow employees and members of the general public.
9. Effective written and oral communication skills.

Working Conditions:

1. Works both in a temperature controlled office environment and outside as required by the job.
2. Work involves sitting, standing, stooping, bending, climbing, lifting light objects
3. May be required to work beyond normal hours during inclement weather or other emergency situations

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL
JOB FUNCTIONS**

Language Skills:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

Mathematical Skills:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

Communication Skills:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

Reasoning Ability:

Ability to interpret and understand a variety of form, reports, manuals, regulations, and other means of instruction and guidance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position require light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

Work Environment:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment if primarily an indoor office work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER