

## THE VILLAGE ASSOCIATIONS OF COLUMBIA POSITION DESCRIPTION



<b>Position Title</b>	Facility Assistant
<b>Village</b>	Oakland Mills
<b>Full-Time or Part-Time</b>	Part-Time – Weekday, Weeknight, and Saturday morning

### **Village Mission**

To organize and operate a non-profit civic organization, which shall be organized and operated exclusively for the promotion of health, safety, common good and social welfare of the owners of property in, and the residents of the Village of Oakland Mills in Columbia, Maryland.

### **Position Summary**

The Facility Assistant provides administrative and facility support to other staff for a variety of functions. This position reports to the Village Manager and the Facility Coordinator. Facility Assistant must be willing and comfortable working independently often as the sole employee in the building.

### **Responsibilities**

#### Facility Operations

- Opens and closes facility
- Assists with building support responsibilities as needed
- Maintains the appearance of the facility
- Knowledge of how all equipment and machinery properly functions, ability to troubleshoot and report any equipment concerns issues in a timely manner to Village Manager and/or Facility Manager
- Assists with minor clean up, set up, and repairs
- Provides all prospective customers with tours, accurate information regarding facility availability, programming and pricing for all rental facilities and programs
- Assists other staff and community residents during facility use for a variety of functions, including social, educational, and recreational events
- Reports all safety concerns to Village Manager and/or Facility Manager

#### Administrative Support

- Accepts and processes payments for rentals, classes, sales of merchandise
- Uses Credit Card Processing Machine
- Performs clerical and administrative work as needed
- Understands and communicates facility and client requests in an efficient and professional manner
- Communicates with Village employees and participates in staff meetings
- Provide notary services to the public, willingness to apply to become a Notary Public as a condition of employment

### **Qualifications**

- High school diploma or G.E.D.
- 21 year of age or older
- 6 months+ of previous work experience, preferably in a customer service related environment
- Basic computer skills
- Ability to gain thorough knowledge of Village policies, practices and procedures
- Ability to work flexible hours and to be the sole employee in the facility
- Must be AED/CPR certified or become certified as a condition of employment
- Must have Howard County Crowd Control Manager certification or become certified as a condition of employment

- Certified Notary Public or to become a Notary Public as a condition of employment
- Ability to read and follow written and verbal instructions
- Ability to plan and manage work with minimal direction from a supervisor
- Ability to use all office equipment and learn how all equipment should function properly
- Ability to recognize safety concerns
- Ability to act as a representative of the Village to the public

### **Personal Background Check**

Must agree to a Personal Background Check as a condition of employment.

### **ADA Requirements**

This job operates in a services environment. 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 role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, fax machines, and credit card machines
- This position would require the ability to lift files, open filing cabinets and bend or stand as necessary
- This position requires walking and giving tours to prospective guests about the facility
- Basic math skills needed to add, subtract, divide, and multiply
- Must be able to read floor layout diagrams
- Must be able to move tables, chairs, and other facility equipment if needed
- Will be required to walk up and down stairs
- May be required to push a vacuum and to provide light cleaning
- Adequate close vision to see that an area has been properly cleaned
- Ability to lift up to 20 pounds

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

**Revision Date:** 12/27/2018