

HUMAN RESOURCES



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

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Position #: 418 Administrative Assistant
Work Location: City Hall
Reports To: Facilities and Recreation Directors
Rate of Pay: \$15.00 per hour
Days of work: M-F, Occasional weekends
Full Time, Non-Exempt position. This position is a MAXIMUM of 40 hours per week

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers, and vendors
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and customers.

General Job Description:

- Responsible for booking venues and fields
- Following up on pre and post events
- Scheduling
- Maintain the event calendar
- Collect payments, manage deposits and refunds
- Coordinate with customer and staff on details
- Order supplies, uniforms and janitorial supplies

Qualifications:

- Event planning or scheduling experience preferred
- Basic verbal and communication skills
- Organized and efficient
- Operate Office equipment

Physical Requirements (With or without accommodation):

- Ability to move tables and chairs for events
- Ability to reach overhead, in front, and downward

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.