



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!



FRONT OFFICE OPERATIONS

FYI: Below is a breakdown of certain duties and responsibilities performed by the front office. This is intended as a guide just to help things run smoothly; keep in mind there is no “set in stone” dividing line. We work together as a team to keep the front office operating effectively as well as providing support for the Recreation Division, Parks Maintenance Division and Special Events Division.

Administrative Support



LESSA WILSON, EXECUTIVE ASSISTANT I/OFFICE MANAGER

MARY WURTH, ADMINISTRATIVE ASSISTANT III

***(VACANT)* ADMINISTRATIVE ASSISTANT II**

Duties and Responsibilities



- Phones
- Registrations
 - Activities/Programs/Camps
 - Leagues
 - Misc. (I.E. Parades, Farmers' Market)
- Rentals/Reservations
 - Civic Center
 - Anna Baumer Building - ABCC
 - Arts & Crafts Building - A/C
 - Shelter Pavilions
 - Amphitheatre
 - Wilson Stage
 - Transient Dock
 - Noble Park Pool
 - Baseball/Softball Fields
 - Community Garden Plots
- Public Assembly Permits
- Cemetery
- Hiring Full/Part-Time Staff
- Payroll/Other
 - RecTrac/AS400/Munis
 - ✦ Refunds (process & send to finance)
 - ✦ Deposits
 - ✦ Invoices
 - ✦ Requisitions/etc.
 - ✦ Misc.
- Website
 - <http://paducahky.gov/parks-recreation-department>
 -  Paducah Parks
 -  @PaducahParks
 -  paducahparks