



Position Description

Job Title:	RSI – Data Entry Specialist	Revision Date:	3/1/19
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Frances Piller
Hourly Rate:	\$13.50/hour	Application deadline:	4/1/19
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Street Tree Management Division (STM) is responsible for the care and maintenance of the street trees throughout the City of Philadelphia. The maintenance of the trees is accomplished through the use of private contractors and coordination with multiple City agencies and community partners Citywide. STM manages the work performed by the contractors, which includes pruning, removal, and planting of new trees. STM also handles tree emergency response, plan reviews for new development, redevelopment, and PWD construction projects.

The Recreation Specialty Instructor will serve as a Data Entry Specialist responsible for compilation and entry of street tree information as well as the review and correction of data.

Work Location: Wissahickon Hall, 5795 Lincoln Drive, Philadelphia, PA 19144.

Work Hours: 7:00 am to 3:00 pm

Anticipate Start Date: Monday, April 15, 2019

Responsibilities

- Under general supervision, perform data entry on a computer spreadsheet, and into tree database systems
- Identify and interpret tree inspector inspection data to be entered
- Format and produce documents
- Perform basic mathematical functions: (add, subtract, multiply and divide)
- Detect and confirm accuracy of data and identify possible errors
- Assist in maintaining an effective and efficient records management system
- Answer telephones and provide information to callers
- Other related duties as assigned

Competencies, Knowledge, Skills and Abilities

- Excellent customer service skills
- Knowledge of Microsoft Office products including Word and Excel
- Basic office equipment (including a photocopy machine, facsimile machine, etc.)
- Good self-review and can follow written and verbal instructions
- Work independently as well as part of a team
- Typing skills with a high degree of accuracy
- Ability to provide excellent customer service via phone and email
- Attention to detailed documentation and organization
- Ability to perform basic office administrative functions

Qualifications (Education and Experience)

- High School Diploma or Equivalent
- 1 year of related experience in an office setting
- Two years of customer service experience and/or data entry experience preferred
- Must have reliable transportation with a valid PA driver's license as the work site is not accessible by public transportation.

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to streettree.info@phila.gov
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>