

## Position Description

<b>Job Title:</b>	RSI - Data Entry Associate	<b>Revision Date:</b>	7/27/21
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Andy Viren
<b>Hourly Rate:</b>	\$14.25/hour	<b>Application deadline:</b>	Open Until Filled
<b>Position Type</b>	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 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](http://www.phila.gov/parksandrec), and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

### Position Summary

The Recreation Specialty Instructor (RSI) will serve as a Data Entry Associate in the Performance Management Unit. This part-time position will input and manage data related to the use of PPR facilities, which will assist in quantifying the impact of the Programs Division. Reporting to the Performance Manager, this position will also evaluate the effectiveness and usability of current data management processes and tools.

### Responsibilities

- Enter data on programs, permits, attendance, and program registrations, among other types of data (demand for different types of data will vary depending on the time of year)
- Ensure entered data is complete and accurate.
- Compile, sort, and organize paperwork.
- Perform administrative duties such as operating office equipment and filing.
- Answer email and other ad-hoc requests about data.
- Provide support to field staff with data and other related issues.

**Competencies, Knowledge, Skills and Abilities**

- Knowledge of how databases work and are structured.
- Excellent organizational skills
- Ability to work independently.
- Ability to prioritize tasks to meet deadlines and performance goals.
- Ability to apply a creative approach to problem solving
- Customer service oriented
- Ability to engage with departmental staff at all organizational levels

**Qualifications (Education and Experience)**

- Minimum Education: High School Diploma or Equivalency
- Expertise with Microsoft Office Required
- Academic credits in Computer Science or Library Science preferred
- Experience designing database systems preferred.
- Must have managed data in a professional setting for at least two years.

**Additional Information**

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume, cover letter, and any example(s) of work with databases to **[Andy.Viren@phila.gov](mailto:Andy.Viren@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](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>