

## **Pulaski County Government**

Job Title: Office Manager

Department: Recreation Department

Reports To: Recreation Department Director

Classification: Part-time Monday-Friday 11 a.m. to 4 p.m. (Increased hours during sports registration )

This position is responsible for a range of clerical and financial duties for the County Commissioner's office.

### Primary responsibilities

- Overseeing office operations (scheduling, supplies, front desk coordination)
- Managing registrations for programs (sports leagues, classes, events)
- Handling customer service, answering questions from the public
- Maintaining records, permits, and facility reservations
- Supporting event planning and coordination

### Administrative Skills

- Organization and multitasking
- Strong communication and customer service
- Familiarity with scheduling or registration software

Applicants must meet the following minimum qualifications:

- Knowledge of office computer software: Word, Excel, Outlook; internet browser programs and office equipment.
- Able to perform basic mathematical calculations and maintain files and records.
- Excellent verbal and written communication skills.
- Valid driver's license and satisfactory Motor Vehicle Record (MVR)
- High school diploma or GED
- Must be able to pass a background check and drug screen test and comply with all employer and department policies and work rules.

Applications are available online at [Hawkinsville-pulaski.org](http://Hawkinsville-pulaski.org) or from the County Commissioner's office, 45 S. Lumpkin Street, Hawkinsville, GA 31036. Applications will be accepted until May 29, 2026.