



South Weber City

Job Description

Title: Front Desk Assistant	Classification: Part-time
Department: Recreation	Effective Date: 09-19-2017
Salary: \$9.00	Reports To: Recreation Director
FLSA Designation: Exempt	Last Revised: 09/19/2017

South Weber City is an "At Will" employer. Employment with the City is voluntarily entered into and the employment relationship can be terminated by either party at any time.

General Purpose

This is part-time exempt position working under the general direction of the Recreation Director. The Recreation Facility Receptionist is responsible for providing secretarial, clerical and administrative support in order to ensure that recreational services are provided in a effective and efficient manner.

Supervision Received

Works under the broad policy guidance and direction of the Recreation Director.

Supervision Exercised

Provides direct supervision to part-time, seasonal, and volunteer personnel; may also provide general guidance and direction to departmental employees through subordinate supervisors.

Essential Functions

Coordinates registration and collection fees for recreational programs. Answers general inquiries from the public about availability and use of equipment, facilities, parks, and programs; addresses complaints. Enforces rules and regulations of proper facility use; maintains cleanliness of recreational area and related facilities; may provide instruction and or/training, in accordance with area assignments. Work as team member and may assist supervisor with inventory and reconciling daily transactions.

JOB REQUIREMENTS

1. Formal Education/Knowledge

- a. High School graduate/equivalent

AND

- b. Minimum of two (2) years work experience in recreation or field related to area of assignment. Prior customer service experience required. Community CPR and First Aid certifications must be obtained within thirty (30) days of hire.

- c. Valid Utah Driver's license within (30) days of hire.

OR

- d. An equivalent combination of education and experience may be considered

2. Skills & Knowledge

- a. The incumbent must demonstrate the following skills, team building, analytical and problem solving skills, decision making skills, effective verbal and listening communications skills.
- b. Computer skills including the ability to spreadsheet and word processing programs at a highly proficient level. Stress and time management.
- c. The incumbent must have proficient knowledge in the following, office administration an understanding of relevant legislation, policies and procedures.

3. Certifications and Other Requirements

- a. Must attend a cash drawer, receipt training
- b. Must pass a background check.

4. Interpersonal/Human Relations Skills

The incumbent shall work well under pressure, meet multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate behavior with colleagues and supervisors. The incumbent is expected to exercise judgement and initiative in the course of these duties.

WORK ENVIRONMENT

Work is often performed in the office setting, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet to moderate.

PHYSICAL DEMANDS

OVERALL PHYSICAL STRENGTH DEMANDS: Medium to Heavy

SEDENTARY	LIGHT	MEDIUM	HEAVY	VERY HEAVY
Exerting up to 10 lbs. occasionally or negligible weights frequently	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally, 25-50-lbs frequently, or up to 10-20- lbs. constantly	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50-lbs constantly

	or standing to a significant degree			
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The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require a variety of physical activities including the use of office equipment such as computer, fax machine, copy machine and telephone. Periodic walking, standing, stooping, sitting, reaching, balancing, pushing/pulling, lifting or carrying is required in the normal course of performing essential duties. Talking, hearing, and seeing are valuable to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions.

Some lifting/carrying occasionally up to 50 pounds, crouching/kneeling, balancing, and bending/twisting may occur in the normal course of performing essential duties.

This is a description of the way this job is currently expected to be performed; it does not address the potential for accommodation. Description is not all inclusive.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Audio and visual equipment, radio, recreation and exercise equipment, copier, fax machine, computer and software, telephone, calculator, laptop, printers, and scanners

POTENTIAL ENVIRONMENTAL FACTORS

The following environmental factors may occur and be a factor during the normal course of performing essential functions of this job.

HEALTH & SAFETY	ENVIRONMENTAL FACTORS	PRIMARY WORK LOCATION
Mechanical Hazards	Dirt & Dust	Office Environment
Chemical Hazards	Extreme Temperatures	Recreation Facility
Electrical Hazards	Noise & Vibration	Vehicle
Fire Hazards	Wetness/Humidity	Outdoors
Communicable Diseases	Darkness/Poor Lighting	

PROTECTIVE EQUIPMENT REQUIRED

OSHA approved safety devices as required.

POTENTIAL NON-PHYSICAL DEMANDS

In the normal course of performing the essential duties of the job, the following may occur:

Time pressures, emergency situations, frequent change of tasks, irregular work schedule, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracted environment.

EXPECTED BEHAVIOR

Recreation Facility Front Desk Receptionist

The incumbent is expected to embrace, support, and promote the City’s core values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees
- Lead by example
- Strong safety principles and safety awareness
- Active participation in citywide activities

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES – REVIEW AND COMMENT

I have reviewed this job analysis and attachments and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.