

**Part Time Parks Receptionist** – The City of Bryant is accepting applications for **Part Time Parks Receptionist**. Starting salary \$8.441 per hour plus, commensurate with experience. Applications may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com) or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., August 16, 2013 or until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.*

## **GENERAL DESCRIPTION OF POSITION**

Assists at the front desk in the Bryant Community Center by providing general secretarial assistance and acts as receptionist and answers the telephone for the department. Ensures that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Greets individuals entering the office, provides information, or directs them to the appropriate room within the Community Center.
2. Answers telephones, directs phone calls to appropriate person, or takes messages in a polite and efficient manner.
3. Resolves problems and deals with clients in a professional manner, when required.
4. Ensures members of the Community Center scan membership cards.
5. Ensures members/reservationist stay in designated areas.
6. Answers questions from the public or members about the parks.
7. Keeps lobby area maintained and clean.
8. Takes payments for daily passes.
9. Provides assistance to other office staff and performs miscellaneous duties as assigned by supervisor.
10. Regular and punctual attendance.
11. Works overtime as assigned by the supervisor.
12. Interacts with team members.
13. Performs any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

None.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

## **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out simple multi-step instructions. Ability to deal with standardized situations with limited variables.

## **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

## **PLANNING**

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

## **DECISION MAKING**

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

## **MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

## **ACCURACY**

Probable errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within a single department or office. Errors resulting from inaccuracy would create minor confusion, delay or expense to correct the situation.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas Driver's License or a valid driver's license recognized by the State of Arkansas.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Other, Word Processing/Typing

## **ADDITIONAL INFORMATION**

The incumbent should possess good communication skills, as frequent contact is required with the public and others. Also, should have good knowledge of modern office practices, procedures, and equipment. The incumbent should also possess good organizational skills for prioritizing workloads. Clerical/secretarial skills include computer skills, software application knowledge, accurate typing, calculator (10-key), copier, fax, etc.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions, extreme cold, extreme heat. The noise level in the work environment is usually moderate.