

Parks & Recreation Operation/Reception Front Desk

POSITION:

SALARY GRADE:

NON-EXEMPT

General Statement of Duties: Performs a variety of skilled and unskilled task; Performs intermediate technical and professional work supervising the general public and recreational programs: Does related work as required; Work is performed under the supervision of the Director.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires standing stooping, kneeling, crouching, reaching, walking, pushing, pulling, grasping and repetitive motion; Vocal communication is required for expressing or exchanging ideas; Hearing is required to perceive information; Visual is required for perception, color perception, night vision, preparing and analyzing written data and observing general surroundings and activities; The worker is subject to inside and outside environmental conditions.

Required Knowledge, Skills and Abilities:

Performs a variety of clerical and secretarial tasks;
Knowledge of equipment, facilities, materials, methods and procedures used in parks and recreation;
Skill in operation of cash register, tools and equipment;
Skill in ability to establish and maintain an effective working relationship with employees, other department employees and the general public;
Ability to use computer programs as Mirco Soft programs (word and excel)
Ability to understand and carry out oral and written instructions;
Ability to schedule activities at Community Center and City Park for use of facilities and special events;
Collects and prepares daily receipts for deposit;
Complete records and reports;
Knowledge of rules, regulations and enforcement of rules and regulations in a polite but firm manner;
Provide information to public;
Knowledge of laws, especially laws dealing with minors and execute whatever is necessary to fall within the guidelines of these laws;
Skill in supervision of part-time employees with a corresponding schedule;
Ability to fill out proper forms as required and collects proper fees:
Ability to maintain community center schedule for use of facility;

Essential Functions/Typical Task:

Responsible for dispensing proper disciplinary action, as defined by the rules and regulations of the parks & recreation department;
Deals effectively and courteously with the public;
Performs necessary cleaning of building and structures;
Performs supervision of patrons using facilities;
Provides information to public;
Gives direction to other employees;
Maintain control and handle emergency situations;
Secure properties and buildings at closing;
Collects and prepares daily receipts for deposit;
Complete records and reports;
Maintain Community Center schedule for use of facility;
Work in all weather conditions;
Performs all duties in conformance to appropriate safety and security standards;
Performs related tasks as required

Acceptable Experience and Training: High school diploma or GED equivalent.

Other Requisites: Possession of an appropriate driver's license in the State of Tennessee

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ADA Requirements

Physical Requirements: Tasks involve some physical effort i.e. some standing and walking, or frequent light lifting (5-10 lbs.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a typewriter or keyboard.

Environmental Requirements: Tasks require sound perception and discrimination; tasks require visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Sensory Requirements: Tasks require sound perception and discrimination; task requires visual perception and discrimination; tasks require oral communication ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity an in a manner that does not pose a direct threat to the health or safety to the employee or other in the workplace.

Employee Signature: _____ Date: _____

Human Resources: _____ Date: _____