

TOWNSHIP OF MOON

JOB DESCRIPTION

DEPARTMENT: PARKS AND RECREATION

JOB TITLE: PART-TIME RECEPTIONIST – SENIOR CONNECTION

IMMEDIATE SUPERVISOR: PARKS AND RECREATION DIRECTOR

REVISION DATE: JULY 26, 2022

PRIMARY FUNCTION:

The Part-Time Receptionist for Senior Connection performs routine clerical, secretarial and administrative work such as answering telephones, receiving the public, providing customer assistance and making copies. This position has no supervisory responsibilities. Must have flexible hours and ability to work up to 29 hours a week.

Supervision and guidance will be provided by the Director of Parks and Recreation and the Senior Connection Director.

ESSENTIAL FUNCTIONS

1. Answers telephone, takes messages and directs calls accordingly.
2. Receives the public and answers questions, in person and by telephone; responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department.
3. Be flexible in job duties and work routine and be able to quickly adapt to a changing daily schedule.
4. Must maintain a patient, caring and enthusiastic attitude at all times.
5. Operates listed office machines as required.
6. Prepares outgoing mail; sorts and distributes incoming mail.
7. Duplicates, scans and distributes materials.

8. Composes, types and edits correspondence, reports, memoranda and other material.
9. Orders, receives, maintains and stocks office supply inventory.

WORK PERFORMED:

1. Prepares via typing or other format all manner of Township documents.
2. Works with diplomacy and tact in meeting the public and in performing public duties, such as answering the telephone, recording messages, screening and directing visitors to the appropriate office or building, hearing complaints or requests, relationships, and securing and furnishing other information.
3. Maintains various records of all types by ensuring they are properly filed, indexed and up to date; removes materials from files upon request, and keeps records of the movement of file materials.
4. Receives, sorts, stamps and distributes mail.
5. Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.).
6. Coordinates the proper distribution and disposition of notices, memoranda, directives and related materials.
7. Collects service, license and other fees due the Township and issues proper receipts.
8. Operates computer, copier/scanner, mail machine and all other related office equipment.
9. Makes photocopies and scans various materials as requested.
10. Sets up and prepares public meeting rooms as necessary.
11. Ability to create and post the daily schedule at the center.
12. Registering would be participants for programs and events using the RecDesk system.
13. Produce new membership cards and ensure the daily implementation of the membership software.
14. Sets up and tears down rooms for programming.

15. Assist in running programs and be able to take direction when assisting in daily schedule activities.
16. Assist with Moon Parks and Recreation events as requested.
17. Performs any other duties or functions as assigned from time to time by Township management and Parks and Recreation management.

REQUIRED TRAINING, EXPERIENCE AND SKILLS:

1. Graduation from high school or GED equivalent with specialized course work in general office practices that are reflective of the types of duties for this position.
2. Two years of increasingly responsible related experience, or any equivalent combination of related education and experience.
1. Proficient in the use of MS Office, MS Word, MS Excel, MS Powerpoint.
2. Ability to use the RecDesk system proficiently or achieve proficiency in the system.
3. Experience in preparing executive level correspondence for others.
4. Skilled in typing and word processing.
5. Skilled and experience in the operations of computerized systems in order to design or complete spreadsheets, form, word processing assignments, brochures, certificates and programs.
6. Experience in software with personal computers related to spreadsheets, databases and word processing.
7. Skilled in the operation and maintenance of a number of office machines and equipment such as computers and photocopiers. Makes photocopies and scans various materials as requested.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date _____

Incumbent _____ Date _____