

City of Mill Valley Parks and Recreation Department Invites Applications For:

Part Time Office Staff

At the Mill Valley Community Center \$12.00 per hour starting wage Shift Hours: Saturday thru Monday (Sat: 7-1:30pm, Sun 8-5:30, Mon 1:30-9:30pm Total 22.75 hrs.)

Deadline to Apply: Wednesday, Dec 26th, 2012

Pre-employment Department of Justice Finger Print review required prior to appointment to position.

Must be 18 years old.

DEFINITION

Under general supervision, provides a variety of clerical support and customer service tasks. Performs related work as required.

SUPERVISION RECEIVED

Receives immediate direction from Aquatics Administrative Aide. Additional direction given by department supervisors.

EXAMPLE OF ESSENTIAL DUTIES:

- Performs a variety of clerical support and receptionist duties; data input, answers phones, directs calls, takes messages, greets public and provides general information for all Parks and Recreation department classes, programs and events.
- Monitors all admittance to the facility, checks required credentials and charges appropriate fees.
- Calculates fees, charges and operate, balance cash register during shift.
- Monitor guests' activities in main lobby area and enforce all rules, regulations and safety principals.
- ❖ Assists in opening and closing procedures for the Aquatics/Fitness Center.
- ❖ Handles such services as selling merchandise and vending machine refunds.
- ❖ Has the ability to speak English clearly and understandably.
- Reads and follows diagrams and instruction written in English.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures.
- Basic business arithmetic.
- English usage, spelling, grammar and punctuation.
- Personal computing and word processing.

OTHER JOB RELATED DUTIES

Ability to:

- Maintain accurate, organized records and files.
- Interpret and apply policies and procedures.
- Communicate clearly and concisely in English, both orally and in writing.
- Deal effectively with other city personnel and the public.
- Type at a speed necessary for successful job performance.
- Operate office equipment (including computers, scanners, calculators, printers and copiers).
- Work independently in the absence of supervision
- Restock office supplies
- ❖ Maintain work area in a presentable and organized fashion.

12/3/2012 (over)

Respond to emergencies based upon facility emergency plan guidelines, which may include rendering CPR (Cardio Pulmonary Resuscitation)/using an AED.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: One year of customer service experience required. One year reception desk experience preferred.

EDUCATION: Graduation from high school or GED.

<u>CERTIFICATION:</u> Possession of valid CPR/AED certification (or willing to be certified after hire, the city will cover the certification expense).

WORKING CONDITIONS

Work is performed in an indoor setting working at a terminal/keyboard for extended periods of time with the ability to move at will to and from various points within the Community Center. Must have ability to communicate orally with the public both in person and via the telephone. Must have ability to produce information in written form and operate office equipment (computers, scanners, typewriters, calculators, printers and copiers). Must be able to walk up and down one flight of stairs. It may be necessary to move objects weighing 20 lbs., such as mail, packages, merchandise inventory etc.

PRE-EMPLOYMENT CONDITIONS

Candidates receiving a conditional job offer must pass a fingerprint/background review. Employee must satisfactorily complete probationary period before obtaining regular status.

APPLICATION & SELECTION PROCESS:

Application forms may be obtained from the Parks and Recreation Department (415) 383-1370 or from our web site at www.millvalleycenter.org (see employment link) Applicants must submit a completed City of Mill Valley employment application. Resumes and other supporting documents are optional. Application packets should be sent to: Mill Valley Community Center, 180 Camino Alto, and Mill Valley CA 94941.

<u>AMERICANS WITH DISABILITIES ACT (ADA)</u>: Please contact the Parks and Recreation Department on or before the final filing if special accommodations are necessary for the examination/selection process.

The City of Mill Valley is an Equal Opportunity Employer. The City does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin, or disability. Accommodations for testing for persons with a disability are available upon request.