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## **JOB POSITION ANNOUNCEMENT**

The City of Española is seeking to hire the following position:

**POSITION:** Front Desk Clerk      **STATUS:** Regular – Full Time  
**REPORTS TO:** Recreation Director      **FLSA:** Non-Exempt

The City of Española is an Equal Employment Opportunity Employer

### **SUMMARY**

Under the supervision of the Recreation Department Director is responsible for the operations of the office. Primary responsibility is to make sure front office is run efficiently; maintaining control of patrons entering the facility. To ensure they are directed to sign in and that all individuals are paying for services rendered.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Open and/or Close out the register @ the end of every shift. Making sure money balances out accordingly. Must be able to complete daily receipt forms to document money collected at the end of each day or night; Communicate information to people calling or coming in to use recreation facilities. (Hours of operation, programs offered, schedules, etc). Ability to type correspondences and memorandums as assigned by immediate supervisor; prepare and send out billings to organizations using facilities as assigned by the Recreation Director. Collect fees from patrons using the facility. Scheduling of rooms, workshops, gathering permits to ensure there is no over booking. Making sure all rentals are written on the calendar. File correspondences, billings, reports, schedules, sign in sheets, etc.. Make copies of schedules, sign in sheets, and any forms needed for facility. Responsible for logging in all passes into computer system, and numbering punch cards and logging into computer system. Implementing and assisting with any programs that the Recreation Department is offering. Assist and/ or perform janitorial duties such as cleaning front office, cleaning men and women's bathroom, weight room, etc.. Assure sure that all other facilities have supplies to include office supplies, cleaning and all forms needed for facility. Contact other facility to add passes or changes in swim schedules or swim classes etc.. Assist with registration for swimming lessons in summer months.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to effectively present information and respond to questions from clients, customers, co-workers, and the general public; calculate figures and amounts such as discounts and percentages; comply with personnel rules and regulations and all safety guidelines of the City of Espanola. Must have good oral and written communication skills.

## **PHYSICAL ABILITIES**

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. Primarily performs duties indoors. Worker performs duties in a temperature controlled environment while working indoors. Worker may be exposed to intermittent noise factors. Most work duties are performed on an even surface, which may be carpeted, tiled or concrete and dirt surfaces. Must have up to date immunization records. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

## **MINIMUM QUALIFICATIONS**

High School Diploma or the equivalent, plus two (2) years experience in public relations, information or community services. Must have working knowledge of computer and software; obtain certification in Cardiopulmonary Resuscitation and first aid within one-year of hire.

**DEADLINE: February 18, 2010 @ 5:00 PM**  
**SALARY \$7.50 per hour with Excellent Benefits**

**Submit City of Espanola Application to:**  
**Human Resources Director**  
**405 Paseo De Oñate**  
**Espanola, NM 87532**