



City of Richland – Job Description

Richland Senior Services

Part-Time Receptionist

****Applications can be picked up from the Senior Center or Mindy Sullivan.**

Purpose of Position

- Answering and routing phone calls
- Greeting visitors and members
- Assist in daily activities when needed
- Performs cash handling duties when necessary
- Knowledge in facility policies and procedures (Room set-ups and equipment)
- Knowledge of various modern office equipment – computer, copier, etc.

Job Context

The Office Receptionist is a part-time, permanent position in the Senior Services Department. The immediate supervisor for this position is the Director of the Department. The person in this position has no supervisory authority over other departmental employees. The receptionist works part-time hours of 20 hours per week. Hours may be adjusted to meet specific needs of the job without exceeding the maximum hours allowed. There is no exposure to chemicals and/or hazardous materials. A high school diploma or its equivalent is required for this position. Prior secretarial experience is desired for this position. The stress level for this position is moderate. Physical work required for the position is minimal.

Knowledge, Skills and Abilities

- Intermediate computer operation
- Location of all City owned facilities including recreational facilities
- City Procedure for purchase orders
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

- Answer telephone in pleasant manner
- Ability of assist in the coordination of all department activities
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures