

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

FRONT DESK/RENTAL ASSISTANT

Department: Public Services

Division: Marshall White Center

Work hours: Monday through Friday 3:00 PM to 10:00 PM, Saturdays/Sundays 8:00 AM – 12:00 PM; Saturday and Sundays will depend on rentals. Approximately 20 – 29 hours per week.

Rate of pay: \$11.00 - \$13.00 per hour, depending on qualifications and experience.

EMPLOYMENT STANDARDS

- One-year comparable experience
- Strong skills in public relations
- Training equivalent to completion of the twelfth grade
- Interpersonal relationships; planning and organization; oral and written communications, and proficient punctuation and grammatical skills
- Ability to type
- Must have own transportation
- Experience in using computers, and Microsoft Office.
- Ability to speak Spanish preferred.

ESSENTIAL JOB FUNCTIONS

- Assist recreation supervisor in taking participant program registrations, programs packages preparation and organization
- Information dissemination, typing, filing, receptionist, and other general office functions
- Interact with the public in person and over the telephone and generally assist the public
- Operates a cash register; makes daily bank deposits
- Maintain records, type forms, reports, and correspondence
- May assist with special projects when required.
- Performs related work as required at the Marshall White Center.
- Cleaning of the facility.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work environment is primarily indoors and occasionally outdoors, which may expose the employee to moderate to very loud noises, wet or humid conditions, moving mechanical parts, high and precarious places, outdoor weather conditions, extreme heat, risk of electrical shock, and vibrations.
- This position occasionally requires work which requires lifting to 25 pounds

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until **filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

January 6, 2023