

CITY OF WINTER SPRINGS
Guest Services Representative- PART TIME
INTERNAL & EXTERNAL JOB POSTING

**APPLICATIONS GIVEN AND
ACCEPTED:**

Monday - Friday
8:00 A.M. TO 5:00 P.M.
or apply online:

www.winterspringsfl.org/jobs

DATE POSTED: 12/7/2011
CLOSING DATE: OPEN UNTIL FILLED

The City of Winter Springs is an Equal Opportunity Employer/M-F/VP/D/M. To apply, please submit a City of Winter Springs application and a resume (if available) to the City's Human Resources Office. ALL POSITIONS ARE REGULAR FULL-TIME UNLESS OTHERWISE NOTED. QUALIFIED INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY AND MAY BE REASONABLY ACCOMMODATED. **As part of our commitment to a Drug-Free Workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test, or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to again submit to a drug test as requested. Your refusal or failure to pass the test to minimum standards will result in your termination.**

DEPARTMENT: Parks & Recreation

PAYGRADE: Part Time

PAYRATE: \$8.00 - \$11.00 per hour

GENERAL DESCRIPTION:

Semi-skilled Clerical, Secretarial and Data entry work. Routine manual work in maintaining, cleaning and upkeep of Parks and Recreation facilities. Work is performed under the general supervision of the Program Coordinator for Recreation and Special Events.

ESSENTIAL JOB FUNCTIONS:

1. Assists with the maintenance of all official records for operations at the Civic Center.
 2. Assists with the drafting/preparation of memos, letters and reports, when necessary.
 3. Maintains various files and records for programs, camps and rentals.
 4. Assist in program and summer camp registrations.
 5. Provides supervision of park facilities and recreational program activities.
 6. Provides assistance to the general public in using the park facilities by accepting reservation for facilities use and collecting fees.
 7. Gathers data for reports, orders materials and supplies for facility.
 8. Creates Flyers for recreation programs and camps
 9. Opens, closes and secures site.
 10. Assists with cleaning of the facility, included but not limited to, cleaning & sanitizing restrooms, vacuuming, mopping and waxing floors.
 11. Performs other duties as assigned or as may be necessary at other Parks and Recreation Facilities.
- (These essential job functions are not to be constructed as a complete statement of all duties performed.)

Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office practices and procedures.
- Knowledge of research techniques and sources of information.
- Knowledge of the professional principles, methods and procedures of public recreation services and administration
- Ability to analyze a variety of administrative problems and make sound recommendations for solutions.
- Ability to provide a very high level of customer service
- Ability to prepare reports, maintain records, express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with superiors, subordinates, other departments, community groups and the general public.
- Knowledge of coordinating and implementing a facility maintenance procedure.
- Knowledge of Microsoft Office suite programs such as; MS Word, MS Excel, MS Outlook, MS Publisher

EDUCATION AND EXPERIENCE:

High School graduate or possession of an acceptable equivalency diploma. Three (3) Years experience in clerical/secretarial skills. Some experience in Sports and/or recreation background may be helpful.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Ability to communicate both orally and in writing.
- Acceptable hearing (with or without hearing aid)
- Walking, Standing, Kneeling, Bending, Stooping
- Driving

WORKING CONDITIONS:

- Normally works inside in an office environment; however, some work is required outside and on Nights, Weekends and Holidays.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)