



CITY OF NEWPORT, OREGON CONTROL DESK

The City of Newport is looking for a reliable, professional, and experienced individual to provide prompt, courteous, and knowledgeable customer service to Recreation Center patrons, including answering questions in person and by phone, directing phone calls, selling passes, assisting with activity registrations and helping with room reservations. Understand, interpret, and enforce department policies and procedures with patrons and co-workers. Report repairs needed and oversee the safety and security of the building.

This is a non-exempt, part-time position with a starting pay of \$12.59 an hour.

REQUIRES THE ABILITY TO WORK A FLEXIBLE SCHEDULE TO INCLUDE ANY HOURS THAT THE RECREATION CENTER IS OPEN FOR BUSINESS. THIS INCLUDES NIGHTS AND WEEKENDS.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and education would be: A high school diploma or equivalency AND six months of general office or related experience.

KNOWLEDGE: Knowledge of effective customer service and general office procedures. Knowledge of basic accounting and bookkeeping principles.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment. Attention to detail in all aspects of the job. Strong time management, organization, and prioritization skills. Customer Service orientation and skills. Exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; Professionalism. Strong math skills.

ABILITIES: Ability to establish and maintain an effective and professional working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate professionally and effectively, both orally and in writing, with individuals and groups. Ability to honor the confidentiality required of this position. Ability to multi-task in a busy environment. Ability to learn recreation-specific software. Ability to communicate and interact with a variety of people; be self-motivated, and carry assignments through to completion. Must be able to apply basic math to daily work (add, subtract, multiply and divide) Ability to use discretion and work independently and in a teamwork environment. Ability to maintain the confidentiality of the position. Physical ability to perform the essential job functions.

DESIRABLE QUALIFICATIONS:

First Aid/CPR/AED within 30 days of hire.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to twenty-five pounds and occasionally lift or move materials up to sixty pounds. Manual dexterity and coordination are required approximately 50% of the work period while operating equipment such as computers, keyboards, telephones, and standard office equipment.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov. **The position is open until filled.**

The City of Newport is an EEO and veteran's preference employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a pre-employment background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.