



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Senior Services

LOCATION: Lebanon, OR
DATE: March 2010

JOB TITLE: Senior Center Receptionist &
Activities Planner (Part-Time)

JOB STATUS: Non-exempt
FLSA Exempt: No

PURPOSE OF POSITION: Plan activities for seniors; perform office and receptionist duties; related work as required.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Plan, organize and coordinate activities and classes for seniors as directed.
4. Interact with/encourage participation in Senior Center activities and classes.
5. Publicize, promote and market activities and programs through community outreach, fliers, brochures, etc.
6. Perform general office work as directed.
7. Perform backup duties for Dial-a-Bus Dispatcher.
8. Room set up and clean-up for regular meetings, classes, and special events.
9. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, coworkers and ancillary contacts.
10. Follow all safety rules and procedures for work areas.
11. Maintain work areas in a clean and orderly manner.
12. Drive bus (non CDL) on occasion for out-of-town trips; act as tour guide.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Equivalent to high school diploma plus additional specialized training and over one year of secretarial and/or senior activities experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates: Possession of or ability to obtain current CPR/First Aid card within six (6) months of hire.

DESIRABLE QUALIFICATIONS:

1. Associates degree in recreation, secretarial sciences or related field.
2. Previous experience working with a senior program.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. General knowledge of area social services available to seniors is desirable.
2. Knowledge of and ability to plan and coordinate recreation and activities for seniors.
3. Knowledge of word processing, spreadsheet and desk top publishing software, a variety of office procedures and practices, spelling, grammar, business English, and operation of standard office equipment.
4. Proper operation of passenger bus, passenger assistance, first aid and defensive driving techniques, and routine operator maintenance methods.

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
4. Developing and implementing recommendations regarding work procedures and cost effective services.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

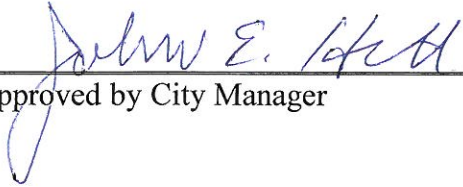
PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to walk, sit, stand, talk and hear. The position requires mobility.
2. Duties involve moving materials weighing up to 5 pounds on a regular basis and may infrequently require moving materials weighing up to 50 pounds.
3. Manual dexterity and coordination are required.

WORKING CONDITIONS: While performing the duties of this job, the employee occasionally works in outside weather conditions. Usual working conditions would be a typical office environment with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the direct supervision of the Senior Services Director.



Approved by City Manager

October 2010