

JOB DESCRIPTION: Part-Time Employee

GENERAL FACILITY ASSISTANT

DEPARTMENT: CIVIC CENTER/ECONOMIC DEVELOPMENT

POSITION SUMMARY:

This is a part-time position within Morton County for above department. Employee will be responsible for general functioning and organization of office/facility duties within this department. Hours may vary according to events, must be willing to work some nights, weekends and holidays.

ESSENTIAL DUTIES:

Answering/transferring phone calls
Maintaining front desk in director's absence
Making appointments/booking events
Computer skills and knowledge of the software used in office applications
Basic knowledge of using copier, fax and printers
Setting up laptop computer and LCD projector for presentations
Filing
Obtaining and ordering supplies
Community relations
Meeting and greeting the public
Collecting fees and keep records of collections
Keeping Confidential and sensitive Info
Assist with room set-up for Civic Center reservations
Ensure sound system is ready for functions
Must be willing to eventually become a Certified Passport Acceptance Agent and perform duties accordingly
All other duties assigned

QUALIFICTIONS:

Must have ability to perform essential job functions
Must have current Kansas driver's license or ability to get to the work site
Must be able to prioritize pending job assignments
Good interpersonal skills
Dependability

PROBLEM SOLVING:

Employee may occasionally encounter problems with citizen complaints. All complaints should be directed to the Director.

DECISION MAKING:

Decision-making is a factor in this position. Employee must make decisions about prioritizing work assignments and performing daily duties in the most efficient manner possible.

SUPERVISION:

Employee will answer directly to the Director

ENVIRONMENTAL CONDITIONS:

The work environment involves minimal hazards, risks or discomforts. Employee is advised to use correct body mechanics and to avoid any hazardous conditions that may put the employee at risk for injury. Job related tasks dictate working in all types of conditions.