



CITY OF LAKE OSWEGO
invites applications for the position of:

Reception / Registrar / Administrative Support on-call

SALARY:	\$16.00 - \$19.25 Hourly
DEPARTMENT:	Parks and Recreation Temp/On-Call
OPENING DATE:	04/29/22
CLOSING DATE:	Continuous
THE POSITION:	

Salary: Starting wages: On-Call - \$16.00 - \$19.25 / Hourly

Closing date: 5:00 p.m., Friday, May 27, 2022

City of Lake Oswego Parks & Recreation Department is seeking individuals to represent the department in a front line customer service position.

KEY RESPONSIBILITIES:

Reception:

- Primary reception for Parks & Recreation inquiries
- Respond to walk-in customers with myriad requests for City and Parks business.
- Answer telephone lines and respond to requests for information about events, parks, facilities and our programs.
- Check and respond to voice mails and e-mails.

Registrar

- Registrar for Parks & Recreation classes & activities
- Process all phone, mail-in and walk-in program registrations.
- Accept and coordinate facility reservations. Monitor applications, get approvals, obtain required information from customers.
- Update the electronic calendars.
- Send e-mail reminders weekly.
- Perform daily cash and credit card management.
- Provide class rosters to instructors as needed. Respond to instructor requests for information.
- Process end of day financial reports.

Administrative Support:

- Administrative support to the Parks office staff
- Administrative support of Parks programs
- Typing & copy requests as needed.
- Distribute mail as needed
- Keep printer/copier paper stocked up
- Recycling - - empty blue bins and take away boxes
- Monitor fax machine
- Maintain display holders/tables and wall shelves
- Process mass mailings as directed

Program Support:

- Gather information and input into Excel spreadsheet
- Mailings for boards, sub-committees and community groups
- Create program posters/flyers
- Typing (labels, name lists, phone list)
- Phone calls to participants with reminders about class changes
- Assist with proofreading department catalogs and brochures
- Conduct customer satisfactions survey

EDUCATION AND EXPERIENCE REQUIREMENTS:

Previous experience with Parks & Recreation, class registration, and/or Active Network system a plus. Experience with Microsoft Office 2013 a plus.

Qualifications:

- Must be computer literate, able to navigate Windows 7 OS, and Internet experienced.
- Must have efficient communication skills, both written and oral.
- Must be able to deal in a courteous, knowledgeable and tactful manner with participants, staff and the general public.
- Prefer working knowledge of Microsoft Word, Excel, Publisher, Outlook
- Demonstrated cash management & reconciliation skills
- Must be dependable & have transportation to and from work location.

Please attach a resume and cover letter with your application.

SUPPLEMENTAL INFORMATION:

Application Process: You may visit our web site at www.ci.oswego.or.us/jobs to access the online application process. Resumes will not be accepted in lieu of a completed job application. This position is open until filled.

The City is seeking a diverse pool of applicants that can bring a variety of skills, expertise and life experience to our workplace, including those who may come from a non-traditional background. The City will consider any equivalent combination of knowledge, skills, education and experience that meet the minimum experience qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. If you need modification of the selection process in order to accommodate a disability, please make your request in writing at hr@lakeoswego.city and submit it before the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.oswego.or.us/>

PO Box 369
Lake Oswego, OR 97034
503.534.4244
503.635.0220

jobs@ci.oswego.or.us

Position #2022-05-9999
RECEPTION / REGISTRAR / ADMINISTRATIVE
SUPPORT ON-CALL
JW

Reception / Registrar / Administrative Support on-call Supplemental Questionnaire

* 1. I acknowledge that preference will be given to applicants who attach a cover letter and resume.

Yes No

* Required Question