

**City of Grosse Pointe Farms
Parks and Recreation Department**

Office Attendant

GENERAL STATEMENT OF DUTIES ≈

The Park Office Attendant is responsible for working with park visitors, providing information on park activities and programs, registering participants for various recreation programs, answering phone calls, working with groups renting building facilities, perform other general office responsibilities, and perform related work as required.

SUPERVISION RECEIVED ≈

Work is performed under the general supervision of the Recreation and Aquatic Supervisor, Recreation and Marina Supervisor and the Director of Parks and Recreation.

TYPICAL EXAMPLES OF WORK ≈

An employee in this class may be called upon to do any or all of the following. (These examples do not include all of the tasks which the employee may be expected to perform.)

- Answer phone calls and deliver messages to the proper person.
- Provide information on park programs
- Register participants for various park recreation programs
- Filing and clerical work
- Work with groups renting community building facilities
- Physical ability to set up and take down chairs and tables.
- Perform other duties and directed by supervisors.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT ≈

- Minimum of high school diploma or GED.
- Must have basic computer knowledge and work experience.
- Ability to understand and follow oral and written instructions.
- Ability to work effectively with the public and other employees.
- Must be able to take initiative.