



<b>JOB TITLE</b> Receptionist/Coordinator	<b>DATE</b> December 14, 1999
<b>DEPARTMENT</b> City Services	<b>COMPARABLE WORTH RATING</b> 52 - 55

**REPORTS TO** – City Services Director

**SCOPE OF POSITION**

General Statement of Duties: Assists City Services Director in the development, promotion and scheduling of facilities, and implementation of programs and related services offered by the City of Hibbing

Work Environment: Indoor, controlled office setting.

Supervision Received: Works under the administrative direction of the City Services Director

Supervision Exercised: None

**PERFORMANCE RESPONSIBILITIES:**

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Services Director.

- Plans, organizes, and maintains department's general filing system.
- Prepares Arena deposits.
- Prepares and code purchase orders and places orders for supplies.
- Answers phone, attends counter, gives out information, and answers inquiries about department standards and procedures.
- Interviews citizens regarding concerns and complaints; and takes steps to see that they are resolved.
- Receives and processes program registrations and fees.
- Types general letters and reports.
- Answers routine letters and memoranda independently.
- Assists in the preparation of program flyers, brochures, articles, and newspaper notices.
- Assists with employee scheduling and time sheet preparation.
- Operates duplicating, calculating, adding, and computer equipment.
- Participates in the assembly of accounts payable documents.
- Reserves arena facilities and rooms and coordinate use with customers, groups and events, and arrange for and/or set up materials, equipment, etc. for meetings, conferences, etc. Coordinate schedules with ice time to assure proper scheduling and payment procedures.
- Performs Bookkeeping procedures.
- Performs other duties as assigned..
- Grant Writing.



**KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable knowledge of alphabetizing, indexing and filing procedures
- Considerable ability to communicate tactfully and effectively with elected officials, city staff, and the general public
- Considerable knowledge of business letter writing and forms; ability to spell and use good English
- Ability to organize work well, to prioritize work projects, and work independently in the absence of specific instructions
- Considerable ability to understand problems and to give clear and satisfactory explanations
- Considerable ability to understand and interpret oral and written materials
- Ability to use computer, calculator, and other office machines
- Considerable knowledge of word processing and spreadsheet software
- Minimal physical exertion, extended sitting, ability to lift up to 20 pounds

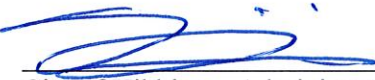
**MINIMUM QUALIFICATIONS:**

- Minimum of two years secretarial experience or experience in recreation
- High School Diploma or Equivalency
- Ability to type at a speed of not less than 40 net words per minute from clear copy
- Experience in word processing and spreadsheet software

**REVIEWED AND APPROVED BY:**

  
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Staff Representative – AFSCME

2-12-2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City of Hibbing – Administrator

3-1-16  
\_\_\_\_\_  
Date

Revised: 7/31/02  
4/04/12