



ABOUT THE DEPARTMENT:

Are you looking for a great opportunity to connect with your community while investing in your future? Do you want to see first-hand what it's like to engage in active, multi-generational work that directly contributes to the well-being of our greater Mill Valley community? If you answered yes, then you belong with Mill Valley Recreation! With our team, you will create memorable experiences while cultivating new and lasting connections within our greater Southern Marin Community. You will have the opportunity to grow and learn through consistent, quality training and apply your learning through direct hands-on experience.



Above: Mill Valley Recreation Community Center

HOURLY RATE: \$18.00 – \$25.00/hour **Please go to our [website](#) (see below link) for additional job and benefit information.**

ABOUT THE POSITION: Office Assistant I will receive immediate direction from the Senior Administrative Assistant, with additional direction given by the Business Services Supervisor. They provide a variety of clerical support and perform a wide range of customer service-related tasks in a fast paced, high touch environment. This position requires the ability to multi-task and respond to multiple requests from customers with professionalism and courtesy.

EXAMPLES OF DUTIES:

The following duties are essential to the success of this position:

- Performs a variety of clerical support and receptionist duties; data input, answer phones, directs calls, takes messages, greets public and provides general information for all Recreation department classes, programs, policies, and events.
- Monitors all admittance to the facility, checks required credentials and charges appropriate fees.
- Calculates fees, charges and operate, balance cash register during and at end of shift.
- Monitor guests' activities in the main lobby area and enforce all rules, regulations, and safety principles.
- Assists in opening and closing procedures for the Community Center and the Aquatics & Fitness Center.
- Handles such services as selling merchandise.
- Has the ability to speak English clearly and understandably.
- Reads and follows diagrams and instruction written in English.
- Maintain accurate, organized records and files.
- Interpret and apply policies and procedures.
- Communicate clearly and concisely in English, both orally and in writing.
- Deal effectively with other city personnel and the public.
- Type at a speed necessary for successful job performance.
- Operate office equipment (including computers, scanners, calculators, printers, and copiers).
- Perform related and additional duties as needed.
- Work independently in the absence of supervision

TRAINING & EXPERIENCE:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the job.

PRE-EMPLOYMENT CONDITIONS: Candidates receiving a conditional job offer must pass a pre-placement fingerprint review. Candidates must be comfortable calling 911 in an emergency and providing care according to the level of training.

WORKING CONDITIONS:

Work is performed in an indoor setting working at a terminal keyboard for extended periods of time with the ability to move. at will to and from various points within the Community Center and Aquatics & Fitness Center. Must have ability to communicate orally with the public either in person or via the telephone. Must have ability to produce information in written form and operate office equipment (Computers, scanners, typewriters, calculators, printers, and copiers). It may be necessary to move objects weighing 20 lbs., such as mail, packages, merchandise inventory etc.

APPLICATION INSTRUCTIONS:

Filing Deadline is Continuous until position is filled.

1. To apply, please visit <http://bit.ly/mvjob>
2. Utilizing the application process in the above link.

The City of Mill Valley is an Equal Opportunity Employer.