

## **BEACH SALESCLERK BEACH OFFICE**

### **Position Purpose:**

The purpose of this position is to perform general duties attending to the maintenance and operation of the Beach Office; performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs responsible duties requiring a thorough knowledge of responsibilities and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems

*Supervision Received:* Work is performed under the general direction of the Program Supervisor – Beach Office and the Assistant Program Supervisor – Beach Office; refers all unusual cases to Program Supervisor – Beach Office or Assistant Program Supervisor – Beach Office.

*Supervision Given:* None.

### **Job Environment:**

Work is performed indoors in a typical office environment; the noise level is moderate at most times. Must be available 7 days per week and work schedule may include weekend hours.

Makes constant contact with the general public as well as the Fire Department. Contacts are in person, by phone and email and consist of an information exchange dialogue.

Operates computer, automated calling system and credit card machine and standard office equipment.

Errors could result in loss of services, minor monetary loss, and poor public relations.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Attends to the daily maintenance and operation of the Beach Office.

Responsible for completing daily opening/closing procedures.

Responsible for adhering to the rules and regulations for the sale of beach parking permits.

Processes parking stickers by mail and in person.

Processes fire permit requests.

Answers questions from the public.

Enforces beach and parking policies.

Records permit information for future reference.

Maintains daily sales reports for submission to the Treasurer.

Reports to the Program Supervisor – Beach Office or the Assistant Program Supervisor – Beach Office, any public regulation adherence issues that may arise.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school education; some office experience; or any equivalent combination of education and experience.

**Special Requirements:**

Must possess a valid driver's license

**Knowledge, Ability and Skill:**

*Ability:* Ability to communicate effectively with the all members of the public in a courteous and tactful manner. Ability to fairly and tactfully enforce beach rules and regulations. Ability to work independently with minimal amount of supervision. Ability to do light bookkeeping and clerical duties necessary to issue permits and related recordkeeping.

*Skill:* Very good customer service skills. Proficient computer skills

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Frequently required to position self in stationary position. Regularly required to move across office and sometimes required to access equipment stored close to the ground. Regularly required move objects weighing up to 10 pounds. Communicates in-person, via phone, via radio, and in writing. Frequently required to inspect documents (licenses, registrations, property records, etc) accurately. Frequently required to enter data into and review data on computer software program, use various office equipment and radios.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*