

# LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

## POSITION DESCRIPTION

**POSITION** Receptionist

**CLASSIFICATION** **Non-Exempt, Part-Time Temporary Position**  
**9-18 months**  
**(Position limited to 25 hours per week. General Work Hours from 12:00pm – 5:00pm Monday–Friday) however, may be asked to arrive earlier on occasion.**  
***Open until filled. First filing deadline January 8, 2018***

## POSITION DESCRIPTION

The Receptionist provides administrative support to all LAVTA staff. This position is responsible for: staffing the Authority's front desk and providing the initial contact with the public either in person or on the telephone, purchasing office supplies, selling tickets to the general public, processing incoming and outgoing mail, typing, filing and other clerical duties as assigned.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### *45% Receptionist Responsibilities*

- Greet the public politely over the telephone and/or in person and direct inquiries to proper sources or takes messages;
- Open, date and sort incoming mail and responds to routine information requests;
- Process ticket orders received through the mail and sell Wheels tickets over the counter to customers;
- Prepare outgoing mail and packages.

### *45% General Office Duties*

- Monitor, purchase and replenish office supplies as needed;
- Monitor, purchase and replenish kitchen supplies and refreshments as needed;
- Oversee maintenance and usage of general office equipment (i.e., copy machine, laser printer, fax machine and postage meter);
- Copy various files, forms, documents, memos, and distribute to appropriate individuals;
- Organize and maintain administrative filing systems for LAVTA correspondence and vendor invoices;
- Prepare vendor purchase orders;
- Maintain Multipurpose Room, Vehicles, etc. scheduling calendars.

10% *Other duties as assigned*

*Behavior*

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

**KNOWLEDGE/SKILLS REQUIRED BY POSITION**

**Skills & Abilities:**

Ability to work with employees at all levels of the organization

Ability to meet frequent and multiple deadlines

Ability to type quickly and accurately

Ability to proofread

Must have commitment to LAVTA's standard for exceptional customer service

**Knowledge of:**

General office equipment

Microsoft Word and Excel

**ORGANIZATIONAL RELATIONSHIPS**

**Position reports directly to:**

Director of Finance

**Position coordinates with:**

All LAVTA staff

LAVTA's contract service provider and other outside vendors

The public

**QUALIFICATIONS**

Requires experience in a comparable position.

Must be reliable, and able to work independently.

Experience with using public transit a plus.