

## **Boston Mountain Solid Waste District Job Description**

**Job Title:** Front Desk Administrator  
**Department:** Front Office  
**Reports To:** Director  
**Employee Status:** Regular, Full-Time  
**FLSA Status:** Nonexempt  
**Prepared By:** Robyn Reed  
**Prepared Date:** January 8, 2013  
**Approved By:** District Board  
**Approved Date:**  
**Salary Level:** Grade 8

### **SUMMARY**

Acts as receptionist, cashier, prepares correspondence and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the Director.

Computer skills in Excel, Word, Outlook and QuickBooks are utilized on a daily basis.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Weighs incoming and outgoing vehicles. Create invoices and sales receipts for customers.

Answer phone calls and direct to proper individuals. Answer customer questions in a professional manner.

Organizes and maintains file system, and files correspondence and other records.

Handles daily bookkeeping tasks including balancing cash box and receive payments.

Prepare manifests for tires that come in from dealers. Keep spreadsheet of public received tires.

Conducts data entry, research, and compiles and types statistical reports.

Track and invoice dumpsters that are at business and residential locations.

Record recycle weights in spreadsheets and forward needed information to individuals as requested.

Able to multi-task in a busy office environment. Deal with customers and pass on complaints/issues as needed.

Prepares outgoing mail and correspondence, including e-mail and faxes. Makes copies of correspondence or other printed materials.

Orders and maintains supplies, and arranges for office equipment maintenance.

Saturday work is necessary from 8:00 am to 12:00 pm.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Attendance at work and the ability to get along with the public, supervisors and co-workers are essential elements of this position. Employee must have the ability to establish and maintain an effective working relationship with fellow employees.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); three to six months related experience and/or training.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Must possess reasonable math skills to enable the employee to carry out basic bookkeeping and accounting duties, tracking expenditures, and spreadsheet and database entry and analysis.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Must possess current driver's license. Must obtain State License in solid waste and tires (Class C level).

**PHYSICAL DEMANDS** 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.