



City of Madeira Beach Position Description

Job Title:	Front Desk Receptionist		
Department/Group:	City Manager's Office	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$13.03 - \$24.95	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:	Fax: 727-399-1131	or	Email: humanresources@madeirabeachfl.gov

Role and Responsibilities:

The Receptionist will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization.

- Arrive on time and unlock front door
- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Check voicemail calls, return calls if able or route to department to handle
- Process resident and visitor parking passes
- Receives and date stamps all mail, receives packages, deliveries and distributes to each department.
- Performs administrative and clerical support tasks, orders office supplies
- Performs other duties as assigned
- Close and lock front door at end of day

Required Skills/Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High school diploma or equivalent required.

Physical Requirements:

- Prolonged periods of sitting at a desk.
- Must be able to lift up to 15 pounds at times.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

All applications will become public record under Florida law

Submit completed application on the city website or email to: humanresources@madeirabeachfl.gov