

MORRIS COUNTY PARK COMMISSION  
JOB DESCRIPTION

Title: Receptionist

Part Time: Annual  or Seasonal

Division: Horticulture - Haggerty Education Center

Date: February 2022

Prepared by: Ann Fahey

Approved by: R. Vitale

Position Charter:

Under the supervision of the Superintendent of Horticulture Education or their designee, the Receptionist is the primary public information contact at the Morris County Park Commission's Frelinghuysen Arboretum Haggerty Education Center.

Essential Functions:

- In person, at the reception desk, greets visitors, answers questions, provides directions and disseminates public information.
  - Answers the telephone and responds to questions within the scope of their knowledge and refers calls to appropriate individuals.
  - Responds to specific questions raised by members of the public, providing answers and giving directions, both verbally and in writing. Researches answers to requests and customer service complaints.
  - Communicates and ensures public compliance with Park Commission Rules and Regulations.
  - Reports problem situations to supervisor and/or Park Police.
  - Performs office duties as assigned and assists the Administrative Staff in performing general clerical functions, such as light typing, filing, ordering office supplies, making copies, preparing for materials for programming etc.
  - Opens building, and closes and secures building, as needed.  
Assists visitors with Scavenger Hunts, program information and maps.
- May assist in programs including but not limited to Special Events.
- Maintains control and security of donations and revenue received and prepares appropriate reports.

- Performs other duties as assigned.

Other Functions:

- Receives/Opens mail and interoffice correspondence and routes correspondence appropriately
- Maintains work area in an orderly manner.
- Cleans facilities, as needed.
- Replenishes information materials on display racks.
- Assists in the overall customer service functions of the Park Commission
- Performs other duties, as assigned.

Qualifications:

- Possession of a valid New Jersey Driver's License.
- Ability to communicate well with others, both verbally and in written form.
- Ability to understand and follow written and verbal instructions.
- Ability to work alone and make decisions within the scope of their authority.
- Experience in utilizing personal computing software for word processing and spreadsheet applications
- Ability to work a flex schedule based on the needs of the Morris County Park Commission which may include but is not limited to weekends, holidays, and evenings.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.