



MUNICIPALITY OF JASPER JOB DESCRIPTION MANUAL

Title: Clerk II – Activity Centre

Classification: CUPE 1458 – Pay Level 9	Supervisor: Administrative Coordinator
Department: Community Development	Work hours: 7.5 hours/day, 37.5 hours/week
Status: Permanent Full Time	

SUMMARY DESCRIPTION

To perform receptionist duties at the Jasper Activity Centre, to preserve and protect all properties of the Municipality of Jasper and to contribute to effective public relations with the prompt and courteous handling of all inquiries.

POSITION-SPECIFIC DUTIES

- Perform the duties of receptionist at the Jasper Activity Centre;
- Follow procedure for checking each facility during hours of operation and ensure that the buildings are properly secured at closing;
- Receipt all operational revenue;
- Assist in the booking of facilities;
- Market and process facility memberships and course registrations;
- Minor janitorial work that may be required or in the case of emergency;
- Provide written reports of damage or incidents to the Director of Community Development;
- Attend in-service training when required with a willingness to upgrade technical skills;
- Assist in emergencies when required;
- To become familiar with and carry out duties and responsibilities in accordance with the Health & Safety Manual approved by the Municipality along with Occupational Health & Safety regulations;
- Other related duties as required.

GENERAL MUNICIPAL DUTIES

- Represent the department in a professional manner with internal and external contact, act as an ambassador for the Municipality of Jasper, Council and staff;
- Work collaboratively with other municipal department staff;
- Review, understand, and follow municipal policies and procedures;

- Perform all duties in line with the Municipal Health and Safety program, and understanding of current Alberta Occupational Health and Safety Act, Regulations and Code.
- Document and report all incidents or near-miss situations in accordance with policy.

COMPETENCIES AND BEHAVIOURS

- Self motivated with ability to work without direct supervision;
- Demonstrates reliability and dependability;
- Ability to maintain a positive attitude and be flexible in a team environment;
- Confident, personable and approachable nature;
- Ability to deal effectively with public and co-workers;
- Committed to the Municipality of Jasper's Core Values – Professionalism, Empathy, Accountability, Respect, Communication and Teamwork.

DESIRED KNOWLEDGE AND EXPERIENCE

- Ability to operate a computer system in a Windows environment;
- Demonstrated experience using Excel and Microsoft Office applications;
- Experience with POS (Point of Sale) transactions, cash receipting, and recording deposits;
- Knowledge of standard office procedures

Approved: _____



Bill Given
Chief Administrative Officer
Municipality of Jasper

Date: 2023-07-11