



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 moderate.

REPORTS TO                 Manager, Communications & Web Site Services

#### GENERAL RESPONSIBILITIES

Welcomes callers and visitors to the Administrative Center; determines nature of business, and directs callers and visitors to destination; maintains building security by following District procedures and performs general duties for the Communication Services Department.

#### SPECIFIC RESPONSIBILITIES

1. Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries.
2. Directs visitors by maintaining employee and department directories; understands the general responsibilities of each department in the Administrative Center; gives instructions.
3. Operates a large switchboard under conditions of heavy load, calmly and efficiently.
4. Provides general support to the Communication Services Department by proofreading documents and checking content on the district and school Web sites.
5. Trains other staff in receptionist duties including switchboard operation.
6. Maintains building security by following security procedures; monitoring logbook; issuing and recovering visitor badges.
7. Reacts quickly and calmly in placing and receiving calls of an emergency nature.
8. Performs other duties as assigned.