

Lavaca-Navidad River Authority

Job Description

Job Title:	BRC Reservation Clerk Part-Time
Department:	Recreation
Reports To:	Director of BRC Park Facilities
FLSA Status:	Non-Exempt
Salary Range:	\$10.00 – \$17.48 per hour
Prepared By:	Human Resource Manager
Approved By:	General Manager
Approved Date:	September 2024

Summary

The incumbent of this position is responsible for performing routine clerical duties at Brackenridge Parks & Campgrounds.

Essential Duties and Responsibilities include the following. Other duties may be assigned as needed.

Clerical duties to include registering of customers and walk-in guests, typing letters, faxing, emailing, filing and data entry.

Answer incoming telephone calls and distribute written and verbal messages accurately.

Handle a cash drawer accurately.

Reserve camp sites and park facilities using Campground Master software.

Maintain a supply of various park brochures, rules, and rental agreements.

Stock Park supplies and store items.

Display retail items in an attractive manner.

Perform routine cleaning and organization of Park stores and offices.

Assist with LNRA sponsored events.

Assist Management Staff as needed.

Comply with LNRA Safety Manual.

Supervisory Responsibilities

This position does not include 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.

Education and/or Experience

High school diploma or general education degree (GED); and one to three months related experience and/or training in customer service and/or administrative activities; or equivalent combination of education and experience.

Language Skills

Ability to communicate effectively in the English language, both orally and in written form.

Mathematical Skills

Basic math skills.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving standardized situations.

Computer Skills

To perform this job successfully, employee must be proficient in with a computer and Microsoft Office, Campground Master software, ADP and Gate Software.

Certificates, Licenses, Registrations

Valid Texas Driver License. Insurable driving record.

Other Skills and Abilities

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to develop and maintain public relations skills.

Other Qualifications

Must be able to work a flexible schedule including: days, evenings, weekends, and holidays.

Physical Demands

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. This position may require typing tasks that take in excess of 5 hours, utilizing a computer. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employees must be capable of opening and closing wire and metal gates and must be able to stoop to the ground to accomplish filing and stocking of office supplies. Employee must be capable of climbing a minimum of one flight of stairs on an intermittent basis to retrieve supplies.

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.

Tools and Equipment Used

While performing the duties of this job, the employee is frequently required to operate the following equipment: Automobile, computer, calculator, copy machine, telephone, and two-way radio.