



NOTICE OF VACANCY

Logan City School District
101 West Center
Logan, UT 84321

December 18, 2023

A.M. RECEPTIONIST PART TIME

District Office

Logan City School District is now accepting applications for a part-time Receptionist. This position was established for the purpose/s of greeting, screening, and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties. Provides general clerical support to other departments as needed. Bilingual skills in Spanish encouraged. This job reports to the Superintendent.

Start Date: As close to January 15 as possible, or as agreed upon

Hourly Rate: \$17.16

Hours per Day: 4.5 (7:50 am – 12:20 pm)

Contract: 215 days (prorated for the 2023-24 school year)

Application:

Application deadline: **January 10, 2024 or until filled.** All application materials must arrive at the Logan City School District Human Resource Office, 101 West Center Street, Logan, Utah 84321. Phone (435)-755-2300 Email: jill.ochsenbein@gmail.com FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Applications must include the following:

1. Completed Logan City School District Education Support Professional Application (available online at www.loganschools.org, Employment Opportunities)
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position
3. Current resume in which professional preparation and experience are clearly detailed

Essential Functions:

- Lock/unlock front entry.
- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/to taking messages. Manages phone greetings/voicemails.

- Greets individuals entering the building (e.g. visitors, parents, students, vendors, substitutes, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains district and community wide information (e.g. use schedules, staff directories, emergency contacts, archives, etc.) for the purpose of providing reference information.
- Creates signage (closed, building directions, outside signs, etc.).
- Historical Preservation of articles regarding LCSD.
- Maintains manual and electronic information (e.g. locker information, student contact information, location of district vehicles, budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains reception area materials (e.g. job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Monitors district grant accounts (e.g. recording, updating, reconciling, etc.) for the purpose of ensuring the accuracy of available funds in compliance with program guidelines and requirements (by assignment).
- Performs general clerical functions (e.g. sorting mail, scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Manage mail with USPS (mostly hold, especially in this building, but also for holiday breaks). Deliver certified mail when needed.
- Prepares standardized documents (e.g. form letters and memos, calendars, etc.) for the purpose of communicating information to other parties.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties, and manages employee mailboxes.
- Organize mail/copy room supplies. Order supplies (toner/ink, letterhead, envelopes, etc.).
- Create/manage district surveys and data (at the district and state level).
- Manage car reservations and defensive driver certificates.
- Responds to a variety of individuals (e.g. staff, parents, district personnel, etc.) for the purpose of notifying appropriate parties, providing information and/or direction.
- Other tasks given by the Superintendent.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.

- Coordinates a variety of activities (e.g. program components, support needs, recruiting, applicant information gathering, etc.) for the purpose of delivering services in compliance with established guidelines. Monitors program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of correspondence, reports, and other materials (e.g. plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that addresses a variety of administrative requirements.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports other upper level administrators for the purpose of collaborating with these administrators in achievement of foundation, program and district goals

Experience: Job related experience is desired.

Required Testing: None Specified

Education: High School diploma or equivalent.

Continuing Education/Training: None Specified

Equivalency: None Specified

Certificates & Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Personnel Director at (435) 755-2300 for additional information or assistance.