

Board Submission Form Bloomfield School District

Meeting Date: 4/20/2022

Item Title: Addition of Receptionist at Administration Building

Action Requested By: Dr. Mizell Presented By: Debbie Hernandez

Action Requested: Approve New Receptionist Position at Administration

Item Summary: _____

Brief History (if applicable): Position will be responsible for greeting visitors, answering phones, and delivering exceptional customer service assistance. Will also provide assistance in filing, organizing, and maintaining copy/mail room duties and supplies, lifting smaller tasks of the Office Manager which has continued added responsibilities.

Answer the following:

Request: New Receptionist Position at Administration

Benefit or Impact to the District: _____

Reason for Request: The job demands have grown exponentially

Cost: \$30,000 + benefits What Budget: GO

Mandate: _____ Yes _____ X _____ No

Budget OR Grant: Budget: X Grant: _____

Summary By/Title: _____

Attachments: _____



Route for Staff Review:	Reviewed By:	Comments:
_____ Not Applicable	_____	_____
_____ Finance	_____	_____
_____ Purchasing	_____	_____
_____ Human Resources	_____	_____
_____	_____	_____
_____	_____	_____

Bloomfield Schools
Job Description

Position: Receptionist

Location: Administration

Supervisor: Office Manager

Non-Exempt

General Job Description:

The position is responsible for providing administrative support for the Bloomfield Schools Administrative offices. Receptionist must be friendly, extremely organized, and comfortable with multi-tasking. Responsible for greeting visitors and delivering exceptional customer service assistance. This entails answering calls fielding them accordingly, addressing visitor questions and needs, and providing an overall welcoming environment.

Work Schedule:

Contract Days: 249

Contract Hours: 8 hours/day

Qualifications:

1. High school graduate or equivalent.
2. Punctual with strong attendance history.
3. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
4. Knowledge of modern office practices and procedures.
5. Demonstrated ability to read, write and speak English.
6. Proficient in Microsoft Office.
7. Able to type 35 wpm.
8. Ability to demonstrate high proficiency in duties; working through to completion with little or no supervision.
9. Excellent interpersonal skills.
10. Ability to deal courteously and tactfully with District personnel and the public.
11. Ability to exercise initiative, independent judgment, and discretion in performing duties.
12. Knows the importance of confidentiality.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 lbs.), reaching, squatting, kneeling.

Performance Responsibilities:

1. Answer and direct phone calls in a polite and friendly manner.
2. Welcome visitors in a warm and friendly manner, and answer any questions visitors have.
3. Maintain reception area and all common areas in a clean and tidy manner at all times.
4. Operate standard office equipment on a regular basis, including a copy machine, a computer, and a printer.
5. Keep detailed and accurate records of visitor requests and of calls received.
6. Receive deliveries; sort and distribute incoming mail.
7. Run postage on outgoing mail.
8. Take inventory of supplies and restock as needed.
9. Assist in compiling and preparing data and reports.
10. Maintain the general office filing system.
11. Schedule meetings and workshops as needed.
12. Other duties as assigned.