



City of Greenwood - Receptionist

Job Title:	Receptionist	Job Category:	Non-Exempt
Department/Group:	Stormwater - Operations	Job Code:	
Location:	City Center 300 So Madison Ave Greenwood, IN 46142	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Human Resources Coordinator	Supervisor:	MS4 Coordinator
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Assist the Stormwater Department with the management of the MS4 program and adherence with the City's National Pollutant Discharge Elimination System Permit.		

Duties and Responsibilities:

- Answer phones and direct customers to proper departments.
- Maintain files and spreadsheets.
- Compile data for Weekly and Monthly reports.
- Coordinate and support educational efforts with local schools and community groups.
- Provide assistance with preparation of program materials (both print and digital) including presentation, memos, and other communication.
- Flexible Work schedule – Ability to support booths during community outreach events.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Previous work experience is preferred, educational and working with elementary aged persons a plus
- **Skills and Abilities:** Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision, prioritize and work on multiple tasks concurrently, and possess a valid Indiana driver's license.
- **Physical:** Must be able to sit for long period of time and be able to lift up to **20** pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: