



APPLY NOW!

RESERVATION SPECIALIST II

Reservations & Program Registration
Extended Part-time: 30-32 hours per week
\$18.41 - \$24.19 per hour

The City of Irvine seeks candidates with demonstrated customer service and leadership skills to perform complex administrative tasks while assisting the public with their reservation needs and associated facility use at City parks and facilities. **The following vacancies exist: (Daytime availability required)**

- **Extended Part-time Reservation Specialist II vacancy - 32 hours per week**

Your Impact

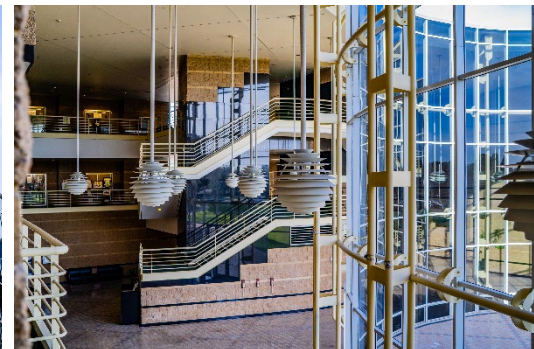
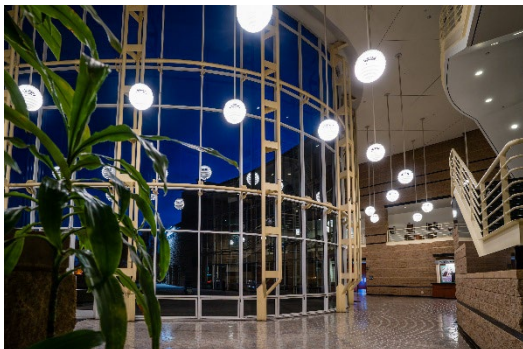
- Serve as the expert on facilities reservation processes and related database systems.
- Process facility reservations by performing application reviews, collecting fees and required documentation, creating permits, and coordinating with appropriate personnel.
- Work cooperatively with the public, community groups, businesses, vendors, and City staff by providing information and implementing policies and procedures regarding program registration and facility reservations.
- Process registration and reservation payments, withdrawals, refunds, changes, and cancellations.
- Perform daily accounting procedures and support. Facilitate resolution on accounting issues.
- Communicate effectively both orally and in writing.
- **HOURS - Shifts will be scheduled within these core hours: Monday-Friday 7:30 a.m. - 5:30 p.m.** Occasional weeknight and weekend shifts may be required to support citywide reservations and events.

Minimum Qualifications

- High school diploma or equivalent and three years of experience working with the public in an office setting, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Ability to push, pull, lift, or carry equipment/supplies (weighing up to 50 lbs.) and ability to lean, stoop, twist, and bend in the performance of job duties.

Best Fit

- Excellent customer service and communication skills, and working knowledge of policies and procedures involved in facility operations, such as record-keeping, safety issues, room set-ups, equipment use, etc.
- Proficiency in Microsoft Office applications, graphics software, and CivicRec registration software



Are you interested in this job opportunity?

Apply Online: cityofirvine.org/jobs