



COMMUNITY SERVICES SENIOR LEADER

Reservations and Registration

Extended Part-time: 30 - 32 hours per week

\$22.17 - \$29.10 Hourly

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. **Extended part-time, up to 32 hours per week. Shift schedule will include Monday - Friday during hours of operation: 7:30 a.m. - 5:30 p.m.** Occasional weeknight and weekend shifts may be required to support citywide reservations and events.

Your Impact

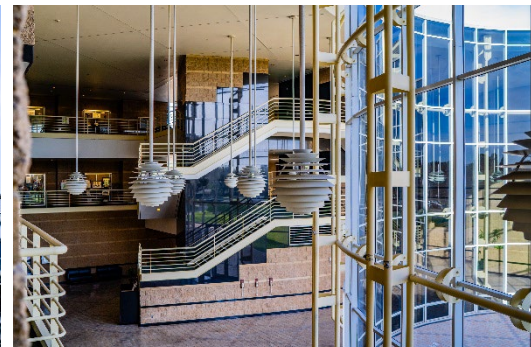
- Handle reservation permits, complex permits (film permits, open space permits, etc.), and special event permits.
- Assist in hiring and training of part-time staff. Schedule, assign and monitor work, and provide face-to-face leadership to staff.
- Support with the daily operations of the facilities reservations and registrations front desk.
- Work cooperatively with the public and City staff by providing excellent customer service.
- Categorize reservation requests for appropriate fee schedules including calculating and determining fees and deposits for facility reservations along with trouble shooting errors.
- Research, analyze and prepare various reports and statistical data.
- Communicate effectively both orally and in writing.
- Perform a variety of general administrative tasks including typing, data entry/retrieval, copying, filing, faxing, emailing, and handling heavy phone calls.

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, strong organizational and team management skills, and working knowledge of policies and procedures involved in facility operations.
- Proficiency in Microsoft Office applications, graphics software, and CivicRec registration software.



Are you interested in this job opportunity?

Apply Online: cityofirvine.org/jobs