

PORT FREEPORT, TEXAS



Title: Receptionist

Class Code: rec
Pay Grade: 105

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The purpose of this job/class within the organization is to provide administrative and receptionist duties throughout the organization.

This job/class works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Answers all incoming calls using a multi-line telephone system; screens calls and routes them to the proper recipient; takes and relays messages as needed.
- Manages Outlook conference room calendars in regards to appointments and meetings for all Port staff.
- Assists the business development function with gathering information on various projects needed on different subjects; reviews, proofs, and assists in the creation of media releases and documents for distribution.
- Provides assistance in maintaining and updating Port Freeport website and social media accounts.
- Prepares and sets up for meetings in designated conference rooms.
- Maintains, distributes, and monitors any newspaper articles, internet and alerts in reference to the Port.
- Stocks all office supplies in break rooms, conference rooms, and copiers.



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- Assists department with data entry into multiple spreadsheets, documents, and presentations.
- Provides logistics planning of vendors, sponsors, catering, and venues for different events put on by Port Freeport.
- Orders supplies, sets up and takes down equipment for meetings and tours.

Additional Duties:

Takes photographs at Port events or as required.

Manages and controls all Central Files for Port.

Orders and maintains inventory of office and cleaning supplies.

Prepares outgoing mail for services such as USPS, FedEx, and UPS.

Performs related work as assigned.

Follows all Port safety and security practices, procedures and policies

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance and assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.



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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of assigned areas of responsibilities; handling supplies of high value consistent with the operation of a small division or department.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals, and charts to solve practical problems such as routine office equipment operating instructions, methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters with proper format; speaks in compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.



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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – Minor

Data loss – Minor

Exposure to legal liability – **Serious**

Brand loss - **Serious**

Economic loss - Minor

Physical Demands:

Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses computers or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items.



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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Position requires some responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires High School graduation or GED equivalent, supplemented by specialized courses/training equivalent to completion of one year of college in business, office administration or closely related field.

Requires six months of secretarial or receptionist experience or closely related experience.

Special Certifications and Licenses:

Valid TX State driver's license.

Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



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Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

