

RESOLUTION R01-32

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALOS VERDES ESTATES, CALIFORNIA CREATING THE CLASSIFICATION OF
SENIOR RECEPTIONIST AND ESTABLISHING THE ASSOCIATED SALARY
RANGE THEREFORE WITHIN THE PALOS VERDES ESTATES PUBLIC SERVICE
EMPLOYEES ASSOCIATION**

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, DOES
HEREBY RESOLVE AS FOLLOWS:

Section 1. The classification of "Senior Receptionist" is hereby created and approved. The job specifications for this classification shall be as described in the job description attached to this resolution. Effective July 1, 2001, each person holding a position in this classification shall be compensated within the following salary steps:


<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
2,152	2,260	2,373	2,492	2,617

Section 2. The City Clerk shall certify to the passage and adoption of Resolution R01-32 and enter it into the book of original resolutions.


PASSED, APPROVED AND ADOPTED on this 10th day of July, 2001.


John E. Flood, Mayor

ATTEST:


Judy Smith, City Clerk

APPROVED AS TO FORM:


Stephanie Scher, City Attorney

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: SENIOR RECEPTIONIST (PART-TIME)

Definition:

The Senior Receptionist working under the supervision of the Assistant City Manager, is responsible for greeting the public and local residents and answering telephone calls to the City and routing them to the appropriate person.

Duties:

The Senior Receptionist performs all the duties as specified for the position of Receptionist including answer phone and take messages; light typing with accuracy; issues dog license on occasion, sells P. V. Transit tickets and tokens; accepts Building Inspection requests; sorts and distributes mail; reorders some office supplies; bills residents for false alarms; and assists with various departments as needed with mailings, typing, filing and other duties as directed by Assistant City Manager.

Experience and Education:

Five years continuous service with the City of Palos Verdes Estates in the position of Receptionist (part-time). Advancement shall be by recommendation of the Assistant City Manager based on merit. Graduation from high school; experience dealing with the public.

Abilities:

Work well under pressure; maintain a pleasant telephone manner; handle inquiries efficiently; direct questions to the appropriate person; type 40-50 wpm; operate telephone system with ease; demonstrate knowledge of local community to answer or direct inquiries appropriately.

Physical Requirements:

None.

Salary effective 7-1-01: \$2152 - 2617

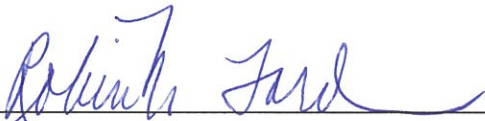
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Robin Ford, Deputy City Clerk for the City of Palos Verdes Estate, California, do hereby certify that the foregoing Resolution **R01-32** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 10th day of July, 2001, by the following vote:

AYES: COUNCILMEMBERS: Turner, Flood, Mackenbach, Humphrey,
Sherwood

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:



Robin M. Ford, Deputy City Clerk