


# CITY OF BONHAM JOB POSTINGS

## *Equal Opportunity Employer*

Persons with disabilities are encouraged to request assistance during the application process.  
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

|   |  |                    |             |
|---|--|--------------------|-------------|
|  | <p><b>Date Posted: 09/10/2020</b><br/> <b>Closing Date: Open Until Filled</b><br/> <b>Positions Open: 1</b></p> <p><i><b>Notice:</b> The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at <a href="http://www.cityofbonham.org">www.cityofbonham.org</a>.</i></p>   |                    |             |
| <b>Position:</b>  | Receptionist   | <b>Job Status:</b> | Part-Time   |
| <b>Department:</b>  | Bonham Visitors Center   | <b>Supervisor:</b> | BEDCO Board |
| <b>Salary:</b>  | \$9.73 hourly (hourly) / 20 hours per week   |                    |             |
| <b>Duties:</b>  | <ul style="list-style-type: none"> <li>• Provides customer service to patrons of all ages at service desk.</li> <li>• Ability to work with computers and technologies.</li> <li>• Correct language usage, spelling, grammar and punctuation.</li> <li>• Business letter writing and basic report preparation.</li> <li>• Deal with public in a courteous and professional manner in person, on the phone, and online.</li> <li>• Comply with all written City policies and procedures.</li> <li>• Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.</li> <li>• Maintain cleanliness of personal work space and business office.</li> <li>• Performs other duties as assigned.</li> </ul>   |                    |             |
| <b>Education:</b>   | <ul style="list-style-type: none"> <li>• Minimum of high school diploma or G.E.D. certificate</li> </ul>   |                    |             |
| <b>Requirements:</b>  | <p><b>Minimum</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills and organizational skills.</li> <li>• Proficiency with computers, software, internet and digital communications to include social media.</li> <li>• Thorough ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general public.</li> <li>• Must pass a drug screen and a background check.</li> <li>• Work varied shift hours when assigned.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Bilingual Spanish/English preferred.</li> <li>• Knowledge of the City of Bonham and Fannin County as it relates to the tourism industry, local recreation activities, local resources, and locations are highly desirable.</li> </ul> |                    |             |
| <b>Overview:</b>  | Often under indirect supervision, the purpose of this position is to perform a variety of clerical and computer duties and to assist the public in various tourism related situations.   |                    |             |