

## SEASONAL BEACH PERMIT SALES

### JOB SUMMARY:

Under the direction of the City Secretary and responsible for the sales of beach permit stickers to enter the Surfside Beaches. The employee must have a strong work ethic, a willingness to work in all safe weather conditions and must be willing to work with a professional team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs responsible duties requiring a thorough knowledge of responsibilities and the exercise of judgment and initiative to perform duties and complete assigned tasks.
- Work outside in extreme weather conditions including very hot, very cold, or inclement weather.
- Attends to the daily maintenance and operation of the beach permit sales.
- Responsible for completing daily opening/closing procedures.
- Responsible for adhering to the rules and regulations for the sale of beach parking permits.
- Processes beach parking stickers in person to the public.
- Work safely near vehicle beach traffic; obtain the ability to hear clearly.
- Stand, sit, walk, reach, stoop, kneel, and crouch, grip with hands and use hand eye coordination.
- Promote good public relations through friendly, helpful, accurate communication with visitors.
- Answers questions from the public.
- Enforces beach and parking policies.
- Maintains daily sales reports for submission to the Bookkeeper.
- Reports to the City Secretary of any public regulation adherence issues that may arise.
- Fill in for vacancies as needed, maybe required to work extended hours past your scheduled hours days and during high demand seasonal holidays and special beach events.
- Demonstrate dependability, teamwork, and strong work ethic.

### MINIMAL QUALIFICATIONS:

- High school education; some office experience; or any equivalent combination of education and experience.
- Must possess a valid driver's license.
- Performs job duties with minimum direct supervision.
- Maintains professional relationships in both the internal work environment with co-workers and external work environment with the public and public agencies.
- Ability to communicate effectively with the public, using tact and professionalism.
- Excellent customer service skills.
- Ability to stand and walk for 8 hours a day.
- Punctual, in-person attendance is required for this position.
- Ability to do light bookkeeping and clerical duties necessary to issue permits and related recordkeeping.
- Must be at least 18 years of age.

### WORK SCHEDULE:

- Must be available to work all shifts as assigned, and as needed to meet operational goals.
- Shifts and days worked vary according to operational needs and weather conditions.
- Must be available to work all holidays, weekends, and special events.

### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands and fingers to handle and feel, stoop, kneel, and crouch. The employees must frequently lift and/or move up to 50 pounds and occasionally lift and /or move up to 50 pounds.

### Job Information

- **Job ID:** 052021
  - **Location:** Surfside Beach, Texas, United States
  - **Position Title:** Seasonal Beach Permit Sales
  - **Company Name:** The Village of Surfside Beach
  - **Salary:** \$11.00 Hourly
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