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MAY 26th, 2021

JOB OPENING: Administrative Assistant to Park Superintendent
DEPARTMENT: Beaver Creek Park
CLOSING DATE: Open until filled
MINIMUM QUALS: High School Diploma or equivalent.
PREFERRED QUALS: Administrative Assistant, Secretary, or Clerk experience in an office-setting preferred.
-First Aid or First Responder certification preferred.
-Must possess a valid Montana driver's license, or have the ability to obtain a license.

DESCRIPTION: This position performs secretarial duties in the operation of the Park. A full job description and applications are available at Havre Job Service & on our website: www.hillcounty.us

STARTING SALARY: \$13.63/hr (Grade 9 Step 1) After 6 months, \$14.26/hr (Grade 10 Step 1) Plus all applicable Hill County Benefits.

Hill County is a Drug-Free Workplace & EOE- M/F/Vets/Disability

HILL COUNTY

POSITION DESCRIPTION

APRIL 2021

POSITION: Administrative Assistant to Park Superintendent

DEPARTMENT: Parks

ACCOUNTABLE TO: Park Superintendent (or Chairman of Hill County Park Board in the absence of Superintendent)

SUMMARY OF WORK: Assists Park Superintendent performing varied tasks. Handles all paper work and correspondence necessary to operate Beaver Creek Park and Camp Kiwanis. Acts as the Hill County Park Board secretary, taking minutes at and maintaining official records of Park Board Meetings. Pursues alternate funding sources and opportunities to benefit the Park.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties requiring attention to accuracy, detail, and timeliness. Maintains Campground, Camp Kiwanis and Chapel Reservations and billing, requiring tact in dealing with the public. Maintains confidentiality of sensitive information. Inform public about recreational opportunities within the Park. Must work flexible hours to meet demands; including evenings and weekends. Position must be able to work well independently and with others as directed.

Personal Contacts: Daily contact with the public for reservations, to collect fees, and inform public of Park Rules and Regulations. Regular contact with supervisor, county employees and board members.

Supervision Received: As needed from the Superintendent (or from the Park Board in the absence of the Superintendent).

Essential Functions: Position requires ability to communicate orally and in writing; answer the phone; take minutes; schedule; organize; maintain files, records and inventory; perform basic bookkeeping and calculation; handle currency, checks and online payments; file; operate office machines, such as photocopier, scanner, facsimile machine, printer, voice mail system and personal computer; open, sort and route incoming mail, answer correspondence, and prepare outgoing mail; perform duties that involve exposure to chemicals, waste and machinery; work in weather extremes; sit at desk or stand for extended periods; operate and travel in motor vehicles, sometimes in inclement weather and road conditions; clean Camp Kiwanis Cabins and Lodge; maintain Park website.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Attends Park Board meetings and takes official minutes; mails out minutes and agenda prior to next meeting.

Sends Agenda to local newsmedia as well as posting other public notices relating to Park Board Meetings and general Park functions.

Sends appropriate bills, collects all fees and remits to Hill County Treasurer.

Handles all Beaver Creek Park Campground reservations, and tabulates all Park Permits, including reservations and permits sold online.

Handles all Camp Kiwanis reservations, including checking camps in and out.

Handles credit card transactions in the Office, and reports them along with online payments to the Hill County Treasurer on a monthly basis.

Helps supervise Kiwanis Camp operations.

Keeps accurate and up to date records on haying and cattle grazing in the park.

Assists Public with information about park recreational opportunities.

Provides accurate information to local newsmedia and corrects published errors when necessary.

Assists with purchasing supplies.

Assists with budget preparation.

Attend Grant Training and other training sessions and workshops as beneficial to the Park, and pursues alternative funding sources and opportunities for Park.

Pursues community involvement/volunteer opportunities.

Maintains 'user friendly' website, making sure information is clearly outlined and easy to understand.

Performs other related duties as required.

Assists Park Superintendent as directed.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

Knowledge: This position requires a knowledge of secretarial and bookkeeping practices. Knowledge of first aid is helpful. This position requires knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of mathematics and their applications. Knowledge of basic economic and accounting principles and practices, and reporting of financial data.

Skills: The position requires skills in the use of a computer including word processing and accounting, and operation of office equipment including facsimile machine, telephone, printer, scanner, copy machine and calculator. Skills of giving full attention to

what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Skills of understanding written sentences and paragraphs in work related documents. Skills of talking to others to convey information effectively, and communicating effectively in writing as appropriate for the needs of the audience.

Abilities: This position requires the ability to: work flexible hours including evenings and weekends; perform limited medical procedures; keep accurate records; work well independently or with minimal supervision; listen and understand information and ideas spoken through words and sentences; communicate effectively orally and in writing; read and understand information and ideas presented in writing; be organized; coordinate; schedule and maintain calendar; prioritize workload; maintain standards of absolute integrity and confidentiality; concentrate on a task over a period of time without being distracted; apply procedures; deal with stressful situations; follow verbal and written instructions; add, subtract, multiply, or divide quickly and correctly; and establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent required.
- Administrative Assistant, Secretary, or Clerk experience in an office-setting preferred.
- First Aid or First Responder certification preferred.
- Must possess a valid Montana driver's license, or have the ability to obtain a license.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Takes accurate minutes at Park Board and applicable Committee Meetings.
- Maintains accurate records.
- Calculates, bills, remits and maintains records of all fees properly.
- Maintains confidentiality of sensitive information.
- Deals tactfully and courteously with the public.

- Able to work varied hours and flexible shifts. This includes working week-ends from mid May to mid September, and may include working on weekends or evenings as needed year round.
- Office is located approximately 20 miles South of Havre, so must commute, sometimes on hazardous road conditions.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.