



<b>Position:</b>	<b>Office Assistant/Digital Records</b>
<b>Department:</b>	<b>Administration</b>
<b>Classification:</b>	<b>Regular Full-Time</b>
<b>Salary:</b>	<b>\$40,000/yr. +Benefits</b>
<b>Probation Period:</b>	<b>Six (6) Months</b>

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## **GENERAL STATEMENT OF DUTIES**

Performs skilled computer and network file management, file digitization, historic record retention, and public notification via website and other digital tools. Manages online calendars for entities such as City Center, Parks Board, and Cemetery. Point of contact for scheduling, coordination, and maintenance of city-owned facilities, public parks, and cemetery. Performs related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification may use standard office equipment such as telephone, fax, computer, copier and other equipment found within a typical office environment. Work is performed under the immediate supervision of the City Administrator with additional tasks overseen by Finance Officer.

## **ESSENTIAL FUNCTIONS**

Responsible for the management of digital content, recordkeeping, online schedules, and digital communications in support of city administrative functions. Digitize, organize, and preserve historical files and records. Manage online schedule and request forms for the use of city-owned buildings, conference rooms, commercial kitchen, sports fields, and group picnic shelters. Staff support for the Park & Cemetery Board, including management and sale of cemetery plots. Must be efficient and organized with time and possess a wide level of coordination and relationship-building skills.

## **EXAMPLES OF WORK**

- Scan and preserve backlog of historical documents onto electronic server. Coordinate with staff leads for the best and most complete file organization and historic record retention.
- Manage online request forms, schedule requests, and respond to information requests about city-managed facilities.
- Administer the sale and selection of cemetery plats with the City Finance Officer.
- Administer fee structure for venues, including the collection of advance payments and cleaning deposits.
- Manage multiple online schedules and digital reservation requests. Resolve scheduling conflicts with various community and commercial groups interested in renting city-managed facilities.
- Conduct orientation walk-throughs of facilities for parties interested in renting a city-managed building, rooms, ballfields, picnic shelters, and outdoor venues.
- Keeps facilities clean and orderly. Coordinate additional cleaning and maintenance with contractors and public works team. Enforce food safety standards of commercial kitchen between rentals.
- Typing, processing simple documents, recording data, filing, faxing, copying, preparation of forms, memos, letters, and reports.
- Basic bookkeeping – cash, checkbook.
- Proficient in social media and updating/disseminating content.
- Works as a team player.
- Performs related tasks as required.

## **WORK CONDITIONS**

- Employees of this position are subject to working hours beyond that of a normal scope and may be required to work at varying days and hours depending on scheduling.
- Physical efforts involve standing, sitting, reaching, walking and the lifting of up to 25 lbs.
- Extended periods of sitting/standing and use of computer keyboards/monitors.
- Infrequent exposure to the elements and adverse conditions.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of complex word processing, spreadsheet and querying software.
- Good working knowledge of bookkeeping principles, terminology, and reports.
- Effective verbal and written skills, good proofreading and spelling skills.
- Proficient in the use of business math and use of basic analytical skills.
- Proficient in the use of computers and standard office machines.
- Skill in establishing and maintaining subject matter files.
- Excellent organization skills with an attention to details.
- Ability to meet time deadlines.
- Ability to maintain a high level of confidentiality and integrity with regard to customer records, financial material, and other sensitive information.
- Ability to comprehend and follow oral instructions.
- Ability to pleasantly and effectively interact with the public on a daily basis.
- Ability to communicate effectively orally and in writing.
- Excellent communication skills for expressing or exchanging ideas.
- Ability to maintain an acceptable public relations image.
- Ability to maintain a high level of accuracy with regards to data entry and processing.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals accurately and quickly.
- Ability to read and comprehend written instructions, correspondence, and memos.
- Ability to assist other staff members with budgeting, financials, and reports as needed.
- Ability to establish and maintain effective working relationships.
- Adapt to new situations.
- Must achieve and maintain food service certification.
- Must possess and maintain a valid South Dakota drivers' license.
- Grant research and application experience will receive preferential consideration.

## **MINIMUM EDUCATION AND EXPERIENCE**

High School diploma, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by a minimum of five (5) years of any combination of experience with marketing, event coordination, scheduling and customer service.

The City of Hill City is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Hill City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The City of Hill City is a drug free work place.

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