



City of Livingston Job Vacancy Announcement

Position Title: Administrative Assistant
Department: Recreation
Reports to: Recreation Manager
Job Posting: March 9, 2022
Position Location: 229 River Drive, Livingston, MT 59047

The City of Livingston is accepting applications for the position of Administrative Assistant. This is a newly created position will provide administrative support to the Recreation Department as well as assist with coordinating facility rentals, answering phones, handling social media and working with walk in customers.

Additionally, you will learn and provide back up for the Recreation staff and provide customer service to our citizens by answering questions, taking and recording payments, scheduling rentals, coordinating special events and resolving issues.

Applicants must have a high school diploma, Microsoft Office Suite experience, experience providing high level administrative support and strong aptitude for math, exceptional organizational skills, ability to multitask under pressure and keen attention to detail. Friendly, approachable customer solution focused approach to community interactions required. Experience working for a government agency or similar industry experience and ability to provide exceptional customer service is required. Occasional weekend or evening hours are possible to cover events but the majority of the hours are 9-5, Monday through Friday. Some college course work or a degree are highly preferred.

Applications must be submitted to: Lisa Lowy, HR and Administrative Services Director, 220 E Park Street., Livingston, MT 59047 or via email with scanned attachments at HR@livingstonmontana.org. *E-Mail submission is strongly preferred.*

Applications **must** include:

1. Cover letter introducing yourself, qualifications and why you are interested in this role.
2. Resume which details the most recent 3-5 years of experience and work history.
3. Resume should also include educational achievements.

Incomplete applications will be excluded from consideration.

Starting annual base salary for this opportunity is between \$33,000-35,000. Additional benefits include generous stipend paid toward health insurance, longevity increases, holiday pay, participation in the PERS retirement system and a pleasant and rewarding work environment that welcomes children and pets.

Applications will be accepted until a sufficient pool of applicants is developed and will be evaluated as applications are received.