

Applications or resumes with cover letter should be submitted to:
stephanie.verhasselt@richland.org

Administrative Assistant Job Description

Reports to: Executive Director, Richland County Commissioners

Summary: The Administrative Assistant works under the direct supervision of the Executive Director. The Administrative Assistant will perform telephone and reception services; provide administrative support by assisting with museum correspondence, reports, and research; assist in production of the newsletter and public relations materials; handle information requests from the public; maintain donation, membership, collections, till, volunteer and gift shop records; and assist with art shows, exhibits, special events and evening events.

DUTIES AND RESPONSIBILITIES:

The Administrative Assistant will

- **Perform telephone and reception services by receiving calls and visitors. Interact with co-workers, volunteers and board members in a manner leading to a positive and productive work environment.**
 - Receive telephone calls and visitors promptly and courteously.
 - Deal with others and perform office responsibilities in a professional manner that consistently contributes to a work environment that is free from discrimination and creates a positive and productive environment for co-workers, volunteers, visitors, members, and board members. Consistently demonstrates fairness, cooperation, and respect towards all customers and co-workers. Any unresolved problems will be referred to the Executive Director.
 - Respond in a timely and courteous manner to direct requests from the public for information and assistance and/or forwards messages to the appropriate person(s).
 - Work to ensure the continued successful operation and good will in the community for the MonDak Historical & Art Society and the MonDak Heritage Center.

- **Provide administrative support by coordinating with Executive Director to ensure necessary administrative functions are maintained**

- Accurately prepare a wide variety of correspondence, routine reports, drafts, memo/letters, and emails when requested by Executive Director.
- Prepare thank you letters and memorial cards using donor tracking software.
- Assist Executive Director quarterly newsletters and bulk mailings.
- Maintain a cost-effective inventory for office supplies, ordering as needed.
- Receive and promptly distribute incoming mail.
- Coordinate outgoing mail, including bulk mailing.
- Provide assistance as needed with research or genealogy requests.
- Assist in finding and scheduling volunteers, including front desk sitters.
- Maintain museum calendar for meetings, special events, exhibits, tours, etc.

- **Maintain donation, membership, collections, till and gift shop records.**

- Keep, organize, and maintain computer and paper files in accordance with established procedures.
- Balance weekly till.
- Process deposits.
- Input consignment sales
- Keep accurate records of all donations, memorials, and in-kind gifts using specialized donor tracking software programs.
- Keep accurate records of membership using donor tracking software programs, sending membership reminders when appropriate.
- File and maintain collections records including deeds-of-gift and de-accessioning forms, utilizing PastPerfect software when required.
- Track volunteer efforts at the museum.
- Keep attendance records for the museum.

▪ **Other Duties**

- Take appropriate training opportunities at conferences, workshops and online, to learn software programs needed to perform assigned duties.
- Assist in collections management by keeping records of committee decisions and follow up plans, executing plans set forth, if necessary.
- Assist in art shows and exhibits by helping to hang art and set up exhibits, by making labels, booklets, and signs.
- Follow ADA standards or as directed by the Executive Director in preparation of signage.
- Act as receiving agent, supervisor of art exhibits and shows in the absence of the Executive Director.
- Assist in fundraisers, evening events and special events.
- Assist in providing tours for groups.
- Maintain complete confidentiality regarding museum and society records.
- Work irregular or evening hours as requested.
- Assist in other duties as requested by the Executive Director.

Performance Review

An evaluation of job performance may be conducted by the Executive Director annually. More frequent performance reviews may be conducted during the first year of employment or following documented performance problems. An interim performance review may be requested by the Administrative Assistant. The annual review and evaluation will be documented and filed with Richland County HR. Discipline shall be conducted in accordance with the principles of good cause and due process, following the corrective disciplinary action policy and relevant Richland County policies. Richland County HR will be involved in all disciplinary actions to make sure all policies are followed.