

**CITY OF HARDIN  
VACANCY ANNOUNCEMENT**

**Project Manager & Administrative Assistant**

**PRIMARY OBJECTIVE OF POSITION:** The **Project Manager & Administrative Assistant** plays a dual role in providing comprehensive support to the City of Hardin. This position is responsible for managing and coordinating key projects that align with city priorities, ensuring they are delivered on time, within budget, and in compliance with organizational policies. Additionally, the role supports daily administrative operations, maintaining efficient office procedures and providing general clerical assistance to city leadership and staff.

This individual must be proactive, highly organized, and capable of working independently while managing multiple tasks. The position requires strong communication skills, attention to detail, and the ability to work effectively with internal and external stakeholders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

General Qualifications: Strong oral and written communication skills, with the ability to effectively interact with various agencies, organizations, and government entities; demonstrated financial management and strategic planning abilities; and physical requirements include the ability to lift up to 30 pounds (more with assistance), walk, sit for extended periods, and communicate clearly.

Project Management: Coordinate and manage projects from initiation through completion; develop project plans, timelines, budgets, and resource allocations; monitor project progress, identify risks, and implement mitigation strategies; communicate project updates to stakeholders and team members; facilitate meetings, document decisions, and track action items; and ensure projects align with organizational goals and deliverables.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** High school diploma or equivalent; Associate's or Bachelor's degree in Business Administration, Project Management, or a related field. 2+ years of experience in project coordination/management and/or administrative support.

Preferred Qualifications: Project Management certification (e.g., PMP, CAPM) is a plus. Experience supporting executive-level leadership.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**

Entry Level Salary: \$25.00 to \$31.00 per hour DOE

Benefits Include: Holiday, Sick, Vacation, and Retirement

**Application Closing Date:** Wednesday, May 28, 2025 at 3:00 p.m.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This is a Part – time position; up to 32 hours per week. Union position available.

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

(406) 665-9260 Ext. 104

Or

<http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.



## **CITY OF HARDIN**

**POSITION:** Project Manager & Administrative Assistant

**ACCOUNTABLE TO:** Mayor & Finance Officer/ City Clerk

### **POSITION OVERVIEW**

The City is seeking a highly organized and proactive individual to serve as a **Project Manager & Administrative Assistant**, responsible for overseeing project planning and execution while also providing administrative support to ensure smooth office operations. This dual-role position requires exceptional multitasking, communication, and time management skills.

### **PRIMARY OBJECTIVE OF POSITION:**

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This individual must be proactive, highly organized, and capable of working independently while managing multiple tasks. The position requires strong communication skills, attention to detail, and the ability to work effectively with internal and external stakeholders.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### ***General Qualifications***

- Strong oral and written communication skills, with the ability to effectively interact with various agencies, organizations, and government entities
- Demonstrated financial management and strategic planning abilities
- Physical requirements include the ability to lift up to 30 pounds (more with assistance), walk, sit for extended periods, and communicate clearly.

#### ***Project Management***

- Coordinate and manage projects from initiation through completion.
- Develop project plans, timelines, budgets, and resource allocations.
- Monitor project progress, identify risks, and implement mitigation strategies.
- Communicate project updates to stakeholders and team members.
- Facilitate meetings, document decisions, and track action items.
- Ensure projects align with organizational goals and deliverables.

## ***Administrative Support***

- Provide general administrative support to the Finance Officer/ City Clerk, including scheduling, calendar management, and correspondence.
- Organize and maintain digital and physical financial files and records.
- Support preparation and distribution of reports, presentations, spreadsheets and meeting materials.
- Perform data entry and verification in accounting systems and spreadsheets.
- Manage office supplies and coordinate with vendors as needed.
- Assist with internal and external audits by organizing necessary documentation.
- Ensure compliance with company policies and financial procedures.
- Handle confidential information with discretion and professionalism.
- Track and monitor budget expenditures and assist with budget preparation.

### **PERIPHERAL DUTIES:**

- Maintains departmental equipment, supplies and facilities.
- Assist with special assignments or city-wide events as directed.

### ***Supervisory Responsibilities***

This job has no supervisory responsibilities.

### **Qualifications:**

- **Education:** High school diploma or equivalent; Associate's or Bachelor's degree in Business Administration, Project Management, or a related field.
- **Experience:** 2+ years of experience in project coordination/management and/or administrative support.
- **Skills:**
  - Strong organizational, time management, and multitasking skills.
  - Excellent written and verbal communication.
  - Proven experience as an administrative assistant, preferably in a finance or accounting environment.
  - Proficient in Microsoft Office Suite, Google Workspace, and project management tools.
  - Ability to work independently and collaboratively in a team setting.
  - High level of accuracy and attention to detail.

### **Preferred Qualifications:**

- Project Management certification (e.g., PMP, CAPM) is a plus.
- Experience supporting executive-level leadership.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**