



Commission Meeting
Brookings City & County Government Center
520 3rd Street
Chambers, Suite 310 (3rd floor)

1. 1:30 PM Call to Order on Monday, December 2, 2019

2. Pledge of Allegiance

3. Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.

Anyone wanting to speak during this agenda item must sign in prior to the start of the meeting. Any requested action items must be scheduled for a future meeting date.

4. Approval of Agenda

Action: Motion to Approve, Request Comments, Voice Vote

5. Action to approve a Request to Fill Vacancy for a part-time membership assistant at the Brookings County Outdoor Adventure Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - BCOAC.pdf](#)

6. Executive Session - in accordance with SDCL §1-25-2(4): contract negotiations.

Action: Motion to enter into Executive Session, Voice Vote

Action: Motion to come out of Executive Session, Voice Vote

7. Adjournment

Action: Motion to Approve, Voice Vote

8. Public Notices

- *November 28-29, Thursday-Friday: County offices closed in honor of the Thanksgiving Day holiday*
- *December 3, Tuesday: Agriculture Appreciation Banquet, Swiftel Center*
- *December 5, Thursday: Mayor's Holiday Celebration, 5:00 PM, McCrory Gardens Visitor Center, Brookings*
- *December 24-25, Tuesday - Wednesday: County offices closed in honor of the Christmas holiday.*
- *January 15, Wednesday: Brookings & SDSU at the Capitol, Pierre*

NOTE: Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact Brookings County (605-696-8205) 48 hours in advance of the meeting to make necessary arrangements. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access and will provide alternative formats and accessible locations consistent with the

Americans with Disabilities Act.

POSITION TITLE: Part time membership Assistant – *(up to 19 hours per week)*
DEPARTMENT: Brookings County Outdoor Adventure Center
REPORTS TO: Director, Brookings County Outdoor Adventure Center
FLSA STATUS: Non-Exempt
WAGE GRADE: 3

DESCRIPTION OF WORK

The Membership Assistant is responsible for delivering excellent service to all members, guests and Brookings County Outdoor Adventure Center (BCOAC) program participants.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Provides a friendly and polite environment for all guests, volunteers and other staff.
- Takes and records membership in various computer programs for rentals, programs, memberships, and other activities and records payments in the point of sale and CRM software.
- Inputs data into programs including card systems, and invoicing software.
- Assists in planning and executing special events and calendar
- Prepares informational materials, social media posts and other related items for advertising and programming
- Provides membership and program information in an accurate and courteous manner.
- Keeps the facility website, social media and calendar updated with range events.
- Manage event preparation including, logistics, set up, tear down and cleaning,
- Applies all BCOAC policies when working with member and guest services.
- Responsible for light custodial work, including, but not limited to, sweeping, taking out garbage's, vacuuming mopping and dusting.
- Able to become Range Safety officer certified.
- Team player able to change roles and adapt quickly to changing environments
- Performs other duties as deemed necessary by BCOAC director.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Candidates with coaching background or experience in the archery or firearms industry are preferred.
- Excellent interpersonal and problem solving skills.
- Experience in working with children, adults, and specials needs persons in a public environment.
- Good organizational and multitasking skills.
- Ability to work all BCOAC public hours including evenings and weekends.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to bend/stoop/kneel/stand/walk/be on your feet for extended periods of time

Education

- High School Diploma or GED Certificate required.
- Previous customer service or related experience preferred.
- Previous experience with Adobe Creative cloud or design preferred

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date

REQUEST TO CREATE & FILL VACANCY

Position Vacancy Membership Assistant
Department Brookings County Outdoor Adventure Center
Vacancy Result of: Employee Resignation

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	NA

4. Explain the effects of leaving the vacancy until severance is accumulated.
NA

5. Explain the effects of not filling the position or discussion of alternatives.

If the position is not filled other employees will need to cover additional hours – thus incurring excess of 19 hours per week.

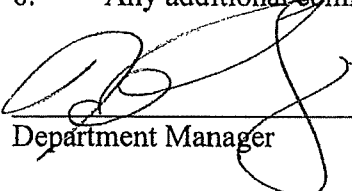
6. Provide description of departmental discussions about the position.

Standard procedures to fill the position. Looking for a long term employee who is passionate about shooting sports.

7. Estimated length of time to fill the position after approval.

Would love to have a candidate employed within 30 days

8. Any additional comments?



Department Manager

11/25/19

Date

Request for creating & filling of vacancy: Approved Denied

Chair, Brookings County Commission

Date