

# City of Rapid City

## Job Description

<b>Job Title</b>	Team and Culture Coordinator		
<b>Job Code:</b>	TCCR	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU16	<b>Date Revised:</b>	03/16/2022
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is The Monument’s in-house Champion of all things PEOPLE! This position is responsible for recruiting and onboarding, team retention, and overall team function for all Full Time and Part Time positions. Additionally, this position will assess, maintain, advance, and expand our team culture and values. We will be looking to this position to lend strategic and operational expertise on all team-related matters.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Serves as the liaison between The Monument and the City of Rapid City Human Resources (HR) Department and coordinates and ensures City of Rapid City policies and procedures are fully implemented at The Monument.
- Identifies the talent needs of the various facility teams and coordinates with HR and The Monument on recruitment campaigns.
- Coordinates initial interview processes and procedures with HR, The Monument hiring teams, and candidates.
- Develops, coordinates and facilitates onboarding for all new hires that ensures a positive experience for each new employee; development of onboard kits and a tour, introducing new hires to their team members, provides new hires with guidelines, technical assistance, and any other needs.
- Works with managers to identify needed training requirements and assist in designing training programs to help team members grow in their roles and careers at The Monument.
- Coordinates employee relations with HR and management team for employees at all levels of the organization, including acting as a trusted personnel advisor to management in order to build and maintain a high performing and engaged team.
- Identifies opportunities to improve team member experiences on a daily basis; assessing current culture/incentive programs and proposing innovative ways to improve existing programs.
- Develops and implements new culture/incentive programs.
- Monitors and tracks team member engagement. Plans and organizes internal events and experiences for all team members.
- Coordinates content management for team member portal page on The Monument website.
- Serves in rotation with other designated team members as “Manager on Duty” for various events.
- Performs other duties as required.

### Qualifications:

**Education and/or Experience:** Bachelor’s degree from accredited four-year college or university and three years direct related experience and/or training in project management, training, employee recruitment, employee retention or onboarding; or a combination of education and experience deemed acceptable by the hiring authority.

**Certificates, Licenses, Registrations:** Experience with Microsoft Office and common office equipment. The ability to work with sensitive and confidential information. Candidate must possess excellent written and verbal communication skills, along with strong problem solving and excellent teamwork skills. Good time management and organizational attributes are expected.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high precarious places, outside weather conditions; and vibration. The noise level in the work environment is usually loud with frequent interruptions to be expected.

Work a flexible schedule including early mornings, days, late evenings, weekends, holidays, extended (long) workdays and extended number of days.

**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.*

While performing the duties of this job, the employee is regularly required to talk or hear and communicate clearly and concisely in the English language, both orally and in writing. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasional lift and/or move up to 10 pounds.