

# Now Hiring: County Administrator/Commission Assistant

Location: Grant County, South Dakota | Status: Full-Time, Exempt

Grant County is seeking an organized, community-focused professional to support the County Commission and help drive effective governance and public service. Primary duties include administrative support, management of building and ground maintenance staff, HR oversight, IT coordination.

Qualifications: High School Diploma or GED required (Bachelor's preferred); 5+ in administration or HR; strong communication and organizational skills.

Make a difference in your local government! Competitive salary + benefits.

Grant County is an Equal Opportunity Employer.

Submit your resume and cover letter to: [natalie@multi-business-solutions.com](mailto:natalie@multi-business-solutions.com) by October 17<sup>th</sup> at 5:00pm to be considered for this position.