



**DATE: May 28, 2019**

## **PART TIME JOB POSTING**

**JOB TITLE: DPW OFFICE MANAGER**

**DEPARTMENT/DIVISION:** Department of Public Works

**EMPLOYEE GROUP:** Part Time

**STARTING DATE:** June 19, 2019 (Training to be conducted prior to this date)

**HOURLY RATE:** Depending on Qualifications

**PREVIOUS WORK EXPERIENCE:** Experience or reasonable knowledge of office procedures, customer service, basic computer skills, Microsoft Office, and ability to perform multiple tasks during the day.

**SPECIAL TRAINING AND SKILLS:** Applicants must possess knowledge of basic computer skills, Microsoft Office and have strong verbal skills.

**EDUCATION:** High School Diploma or equivalent.

**BASIC RESPONSIBILITIES:** Under the supervision of the Superintendent of Public Works, performs general office duties, drafts correspondence, answers and directs telephone calls, assists customers, enters employee hours, manages part-time employees, orders and monitors supplies, maintains and updates the electronic message board, assists in management of social media sites, maintains the cemetery database, assists the Superintendent, and other assigned duties.

**HOW TO APPLY:** Complete a City application found at [www.cityofmarinecity.org](http://www.cityofmarinecity.org) and submit it along with a resume and cover letter to the City of Marine City at 303 S. Water St., Marine City, MI 48039.

**The deadline for applications is 5:00 pm June 10, 2019**

***EQUAL OPPORTUNITY EMPLOYER***