

## **Department of Public Services/Water Department Secretary- City of Gibraltar**

The City of Gibraltar (Mich.) ([www.cityofgibraltar.net](http://www.cityofgibraltar.net)) is seeking qualified applicants for the position of DPW/Water Department Secretary. Minimum qualifications for the position include a high school diploma, an associate's degree or higher in accounting (or a related field is preferred). An ideal candidate would have 3-5 years' experience working in a clerical position performing the tasks of billing, payroll, accounting, customer service and general record keeping. Familiarity with BS&A accounting software is preferred. Familiarity with Microsoft Excel, Word, and Outlook is required. The responsibilities of the position include:

- Conducting all aspects of water billing for the City's Water Department (which includes quarterly billing, collections, shutoffs, etc.)
- Schedules and coordinates Department of Public Services work orders.
- Coordinates permitting for the City Building Department.
- Fills in for the City Payroll and Payables Secretary in their absence.
- Assists in the clerical duties associated with the Planning Commission Zoning Board of Appeals
- Performs various clerical duties including, taking and responding to resident's concerns, record keeping, reporting, and any other tasks assigned by management.

Position is full-time (40 hours/week). Starting wage is \$15.82hr. with benefits (after the completion of the initial probationary period). After completion of the initial year of employment the pay rate goes to \$16.82/hour. After completion of the second year of employment, the pay rate goes to \$17.82/hour. Applicants should send a cover letter, resume, job application (available at [www.cityofgibraltar.net](http://www.cityofgibraltar.net)), and any relevant references to Derek Thiel, City Administrator, City of Gibraltar, 29450 Munro, Gibraltar MI 48173 by close of business May 17<sup>th</sup>, 2017. Any questions should be directed to Derek Thiel, City Administrator at 734-676-3900 or [dthiel@cityofgibraltar.net](mailto:dthiel@cityofgibraltar.net). A full copy of the position description may be obtained by viewing the City of Gibraltar webpage ([www.cityofgibraltar.net](http://www.cityofgibraltar.net)). The City of Gibraltar does not discriminate based upon race, creed, color, religion, sex, height, age, national origin, or against individuals with disabilities.