

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

The City of Gibraltar (Mich.) (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 \$15.82/hr. 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), and any relevant references to Derek Thiel, City Administrator, City of Gibraltar, 29450 Munro, Gibraltar MI 48173 by close of business May 17th, 2017. Any questions should be directed to Derek Thiel, City Administrator at 734-676-3900 or dthiel@cityofgibraltar.net. A full copy of the position description may be obtained by viewing the City of Gibraltar webpage (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.