

## **JOB OPENING NOTICE**

**DEPARTMENT:** GMSA ADMINISTRATION

**POSITION:** FULL-TIME UTILITY OFFICE MANAGER

**REPORTS TO:** CITY TREASURER

**APPLICATION DEADLINE:** March 4, 2016

**REQUIREMENTS:** A HIGH SCHOOL DIPLOMA OR EQUIVALENT, PREFER COLLEGE DEGREE OR PREVIOUS MUNICIPAL FINANCE EXPERIENCE; MANAGEMENT AND LEADERSHIP EXPERIENCE; ACCOUNTING AND RECONCILIATION EXPERIENCE; COMPUTERS, MICROSOFT OFFICE, AND GENERAL OFFICE EQUIPMENT EXPERIENCE.

APPLICANT MUST BE A SELF-MOTIVATED PERSON WITH EXCELLENT COMMUNICATION AND DECISION MAKING SKILLS; BE ABLE TO ANALYZE, ASSESS AND SOLVE PROBLEMS; BE ORGANIZED, HAVE WORK AND TIME MANAGEMENT SKILLS, BE DETAILED WITH A HIGH LEVEL OF ACCURACY;

**DUTIES:** OVERALL PLANNING, ORGANIZATION AND MANAGEMENT OF ALL ASPECTS OF THE UTILITY OFFICE OPERATIONS INCLUDING GENERAL ADMINISTRATION, BUDGETING AND POLICY DEVELOPMENT; PROBLEM SOLVING; EVALUATE AND MANAGE STAFF; OVERSEE ADHERENCE TO POLICIES AND PROCEDURES; ANALYZE AND MONITOR INTERNAL PROCESSES AND PROCEDURES; COORDINATE PAST DUE ACCOUNTS WITH COLLECTION AGENCY PLUS OTHER DUTIES AS ASSIGNED.

SELECTED APPLICANTS MUST PASS MANDATORY DRUG SCREENING. THE CITY OF GROVE IS AN EQUAL OPPORTUNITY EMPLOYER.

**JOB CLASSIFICATION:** GRADE 13 STEPS 1 -20

**ANNUAL SALARY RANGE:** \$34,797.00 - \$55,594.00

**BENEFITS:** INCLUDE LIFE, HEALTH, DENTAL AND VISION INSURANCE, OPERS RETIREMENT, VACATION, SICK AND HOLIDAY PAY.