



Position Openings

The City of Whitehall is accepting applications for the position of ***Public Works Office Coordinator***. This position is responsible for the overall office administration of the public works department with specific focus on utility billing and building permits. The salary range is \$35,603 to \$45,445 plus benefits. Knowledge of basic bookkeeping and public works operations; skill in operating computers; and the ability to interact with the general public are desired qualifications.

The City is also accepting applications for the position of ***City Hall Administrative Assistant***. This position will serve as the primary front counter and telephone receptionist along with clerical support to the City Manager, Finance Officer/Treasurer, City Clerk and Deputy/Clerk Treasurer. The salary range is \$32,221 to \$41,126 plus benefits. Knowledge of governmental procedures; modern office processes; and basic bookkeeping and cash management is desired.

Two years of experience in a similar capacity and an associate degree in business or related field is preferred for **both** positions. Additional experience may be considered in lieu of degree. City employees must maintain residency within 20 miles of the City during employment. Resumes will be accepted until 5 p.m. on February 3.