

Employer: City of Rochester, MI

Population: 13,000+

Compensation: \$40,633 to \$52,809. DOQ.

Closing Date: 1/2/2019

Candidates should apply immediately, but not later than by 1:00 p.m. on January 2, 2019, with resume, cover letter and contact information for three (3) professional references, and completed City of Rochester application. The initial round of interviews will take place the week of January 7th. Materials should be mailed to Holly Meyers, HR Generalist, at 400 Sixth Street, Rochester, MI 48307, faxed to (248) 609-0192 or E-mail to hr@rochestermi.org. The City reserves the right to select only the most qualified applicants for interviews and further progression through the recruitment process for this role. EOE.

The Assistant to the Public Works Department position will perform executive administrative work under the direction of the Public Works Director. The Assistant to the Public Works Department is a full-time hourly at-will employee working M-F, 7:00 am to 3:30 pm. Examples of duties include assisting the Director, other supervisors and staff with daily operations of the Public Works Department, managing office functions, providing solid customer service in a liaison role between the public and the department; and many other duties. For additional details, visit www.rochestermi.org/jobs