

City of Grants Pass Job Opportunity

Department Support Technician Public Works Department-Engineering Division



If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!



SUMMARY OF POSITION

Join the Public Works Department as a Department Support Technician!

This position provides a wide range of administrative support to the department including:

- Problem-solving customer service
- Tracking and entering data
- Updating the City website
- Creating spreadsheets and reports
- Drafting technical language
- Coordinating department meetings and trainings
- Conducting budget research and making recommendations
- Accounts payable entry and research

Computer skills and the ability to creatively think outside the box to solve issues are a must for this fast paced position!

Minimum Qualifications:

An Associate's Degree in a related field and two years of related experience are required or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job as listed in the job description.

This position also requires an Oregon Drivers License - Class C and Notary Public within one year of appointment.

Annual Salary:

\$38,230 to \$48,373

**Required application
submittals are: answers
to supplemental
questions, resume and
cover letter**

Applications will be
accepted until:

**August 23, 2019
at 5:00pm**

**APPLY ONLINE
TODAY**

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www.grantspassoregon.gov

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Human Resources
541-450-6050