

Job Opening for a Part-Time Employee

The Town of Garden City is looking for a part-time employee to work in several facets of the town operations. This person will work in the town office one day per week and in the field one day per week. The office work will include, but is not limited to, deposits, filing, typing, minutes, special projects, customer service, answering phone calls, and any other day to day functions of the Town Office as assigned. This person will also be responsible to implement and update the GIS mapping program for the town, which will require field work as well as updating the information on the computer. Applicant must have a general working knowledge of entering and retrieving computer information.

Applicant must develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public. Must communicate effectively, both verbally and in writing.

This position requires a variety of physical activities, such as walking, standing, stooping, sitting and reaching. Applicant must tolerate weather extremes in the work environment. Applicant must have a current/valid Utah Drivers License as local travel is required in the normal course of job performance. Applicant will work approximately 16 hours per week and work days are flexible.

Starting pay for this position is \$10.00 per hour.

This position will close on Monday, March 28, 2011 at 4:00 p.m.

Interested applicants may

- contact the Garden City Office at 946-8852 for an application, or
- send your resume to PO Box 207, Garden City, Utah 84028, or
- fax your resume to 435-946-8852, or
- e-mail your resume to gardencity@cut.net