

Office Administrative / Clerical

(Each level builds on the skill needs and requirements of the previous level.)

\$9.50 to \$12.25/hr	<p>Seasonal Help Basic skills and abilities to assist in all office administrative duties</p>
\$10.50-\$15.40/hr	<p>Office / Clerical Level 1 i.e. Data Entry Clerk Customer Service Experience Productive Use of Microsoft Word Type 30+ wpm 2 years office experience</p>
\$13.25-\$18.75/hr	<p>Office / Clerical Level 2 i.e. Treasurer, Business License Clerk Productive use of Caselle applications as applicable to job duties Certification and/or equivalent job related education or relating to job duties, i.e. Treasurer Cert, Business License Cert, Demonstrated skilled use of Microsoft Word, Excel, and Powerpoint Demonstrated proficiency in taking minutes in a timely fashion Knowledge and proficiency of use, filing, and retrieval of city policies, ordinances, and minutes Proficient with web page management and social media Type 40+ wpm (If doing minutes requires minimum of 50 wpm) 3 years office experience</p>
\$19.50-\$24.98/hr	<p>Office / Clerical Level 3 i.e. City Recorder, Deputy City Recorder/Human Resource/Finance Specialist Advanced use of Caselle Certification and/or equivalent education relating to job duties, i.e. Municipal Clerk, Human Resources, Budget & Finance Specialist Demonstrated skilled use of Microsoft Word, Excel, and Powerpoint Knowledge and proficiency in codification of city policies, ordinances, and resolutions Skilled with web page management and social media Extensive experience with collecting data for GRAMMA requests and ability to direct others in helping with such requests Type 50+ wpm 6 years office experience May require supervisory and administrative duties</p>
\$20.00 – \$27.88/hr	<p>Human Resources Director & Finance Director 3-5 years experience with Human Resources Management; and 2 years Finance Management Meets all requirements of Clerical Level 3</p>

\$20.00 - \$35.00/hr **Human Resources Director & Finance Director (w/ 4yr. College Degree)**
Bachelors Degree in a related field
3 years experience in Finance Management & Human Resources

\$47,476 - \$73,000/yr **City Administrator (Exempt)**
4 yr. College Degree or Graduate Degree in a field related to public administration, political science, legal studies, or equivalent
2 years experience working in state or local government
Management Experience preferred

*For Non-Exempt Employees: Overtime is any time worked in excess of 80 hours per pay period. No overtime is allowed except as approved by the Mayor.