



**CITY OF GRAND HAVEN
MAIN STREET OFFICE
ADMINISTRATIVE AIDE**

The City of Grand Haven is seeking a part time (16 - 20 hours per week) Administrative Aide for the Main Street Office. This individual will perform basic secretarial and administrative duties. The successful applicant will assist the Director in serving customers in person and by phone, provide support through dissemination of information through postings, newspapers, facebook posts and twitter feeds. This is a highly independent position with latitude to use your personal skills. The successful candidate will work some evenings and weekends as Main Street events require.

An Associate's or Bachelor's degree is preferred. Experience in an office setting that has direct public contact is necessary to successfully manage the work load of this position. Ability to coordinate multiple tasks, adjust to changing priorities and manage constant interruptions is critical.

This position is a pay grade 2 with starting rate of \$16.15 per hour. Applications and a complete job description are available at City Hall. Please submit resume and a completed application to Human Resources, Grand Haven City Hall, 519 Washington Ave, Grand Haven MI 49417.

Equal Opportunity Employer
Drug Free Work Place

POSTED: September 14, 2017

REMOVE POSTING: September 22, 2017