



## City of Livingston Job Vacancy Announcement

**Position Title:** Administrative Assistant  
**Department:** City Administration  
**Reports to:** City Manager or other designee  
**Job Posting:** June 14, 2018  
**Position Location:** 110 S. B Street, Livingston, MT 59047 (or other City Office)

The City of Livingston is accepting applications for the position of Administrative Assistant. This is a newly created position will provide administrative support to the City Manager as well as provide back up support for the finance and utility billing office.

In this role, you will perform high level administrative support, calendar management, preparation of Commission Meeting agendas and City Manager correspondence. Additionally, you will learn and provide back up for the Finance Office staff and provide customer service to our citizens by answering questions, taking and recording payments and resolving issues.

Applicants must have a high school diploma, Microsoft Office Suite experience, experience providing high level administrative support and strong aptitude for math, exceptional organizational skills, ability to multitask under pressure and keen attention to detail. Experience working for a government agency or similar industry experience and ability to provide exceptional customer service is preferred. Some college course work or a degree are highly preferred.

Applications must be submitted to: Lisa Lowy, HR and Administrative Services Director, 229 River Dr., Livingston, MT 59047 or via email with scanned attachments at [lloy@livingstonmontana.org](mailto:lloy@livingstonmontana.org).

Applications **must** include:

1. Cover letter introducing yourself, qualifications and why you are interested in this role.
2. Resume which details the most recent 10 years of experience and work history.
3. Resume should also include educational achievements.

**Incomplete applications will be excluded from consideration.**

Starting annual base salary for this opportunity is between \$33,000-36,000. Additional benefits include generous stipend paid toward health insurance, longevity increases, holiday pay, participation in the PERS retirement system and a pleasant and rewarding work environment.

**Applications will be accepted until a sufficient pool of applicants is developed and will be evaluated as applications are received.**