



# City of Livingston Public Works Department

## Administrative Assistant

### Position Announcement

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#### **THE DEPARTMENT**

The City of Livingston Public Works Department, under the leadership of the Public Works Director handles all things infrastructure for the City of Livingston including Streets, Solid Waste, Water, Sewer, Parks and Water Reclamation.

#### **THE POSITION**

Under the direction of the Public Works Director, the Administrative Assistant provides support and oversees the daily processes to keep the Public Works Department running smoothly. This includes being the primary first point of contact for the citizens of Livingston both in person and via phone and email, handling and prioritizing work orders, entering work order information into the PubWorks System, handling AP functions and updating website and social media accounts with information. May at times handle confidential employee information, facilitate the CDL compliance program and work with other department staff to arrange meetings/trainings.

#### **THE PERSON**

The ideal candidate will develop a strong positive working relationship with all the staff, be able to multitask, share information in a transparent manner, maintain confidence when required, be a team player and have exceptional customer engagement skills. The person should have the following experience and qualifications to be considered:

- 5 years of progressively responsible experience handling administrative support functions ideally in the construction field or similar.
- Experience in preparation and administration of accounts payable.
- Exceptional organization, computer and phone etiquette skills required.
- HS diploma or equivalent required, AS degree or higher preferred

#### **SALARY AND BENEFITS**

With an anticipated start date of January 1, 2022, the base salary for this position is budgeted between \$35,000- \$39,000 annually. Comprehensive and robust benefits include health insurance stipend of \$916 per month and City sponsored basic life insurance and exceptional contributions to retirement. Choice of health benefit plans to meet any need, additional voluntary benefits for life insurance, dental, disability etc. The City of Livingston offers a dynamic and collaborative working environment that appreciates the contributions of all employees.

#### **HOW TO APPLY:**

Please submit an updated resume and cover letter with professional references via email to Lisa Lowy, HR Director:

[HR@livingstonmontana.org](mailto:HR@livingstonmontana.org)

Or via mail to (email is preferred):

Lisa L. Lowy, Human Resources Director

City of Livingston

220 E Park Street

Livingston, MT 59047

Please email any questions to [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org) or call 406-823-9870.

*The City of Livingston is an Equal Opportunity Employer.*