

Application Notice

The City of Urbana is currently accepting applications for the position of: **Part-Time Support Staff**. This part-time position is in the Zoning & Engineering Department located at 205 South Main Street in Urbana. The Zoning & Engineering Department provides services to the community through permitting and inspections, planning, nuisance enforcement, code enforcement, and public works construction.

The individual in this position assists the public with inquiries and permitting questions. In addition, the individual assists in the preparation of board packets, application review, and transcription of meeting minutes. Furthermore, the individual assists with all other tasks and complex clerical duties related to zoning and code enforcement.

Applicants must be able to work 20 hours per week, 12pm to 4pm, Monday through Friday.

Minimum education requirements include a high school graduate or GED equivalent with specialized course work in general office or application practices. Working knowledge of Microsoft Office Word, Excel, and PowerPoint are also required. The ideal candidate should have compliance or support staff background along with excellent written and oral communication skills; the ability to deal courteously and tactfully with the public; and, the ability to work effectively with fellow employees.

Salary range is \$8.50 to \$10.00 per hour based on relevant experience. Additional benefits include participation in the Ohio Public Employees Retirement System.

Applications for this position are available at the Municipal Building or may be downloaded at the City of Urbana webpage: <http://urbanaohio.com/employment-opportunities.html>. Completed applications are to be returned to the Human Resource Office located on the top floor of the Municipal Building at 205 South Main Street, Urbana, Ohio 43078. Applicants are subject to pre-employment drug screen, background check, and reference check. Applications will be accepted until June 14, 2018 at 4:00 p.m. or until position is filled. Urbana is an equal opportunity employer and complies with ADA.