



Supervisor: Kenneth R. Fletcher
Treasurer: Howard Pizzo
Clerk: Mary R. Clark
Trustees: Andrea M. Cascarilla, Dennis R. Fedewa, Karen J. Mojica, Deana M. Newman

Manager's Office

(517) 323-8590

J O B P O S T I N G

Position: **DEPARTMENT ASSISTANT**

Department: Parks, Recreation & Cemeteries

Date Posted: November 22, 2016

Deadline to Apply: December 9, 2016

Salary Range: \$38,235.44 - \$45,882.51

Pay Grade: Full-time PG 4

The Manager's Office is accepting applications for the position of a full-time Department Assistant in the Parks, Recreation & Cemeteries Department.

Under the supervision of the Parks & Recreation Director and other staff members as assigned, performs a variety of clerical and administrative tasks to support department operations. Responds to citizen inquiries, types correspondence, processes paperwork, maintains department files and records, and may perform specialized administrative tasks. Assists professional staff with programming and special events. Responsible for managing the Volunteers Program.

This position requires completion of a high school education or equivalent. Additional education or training with course work in business, word processing, or office management as received at a technical school or college is desired. A minimum six months experience in a parks and recreation setting or programming background is highly desirable. Proficiency in computer software including all Microsoft products is highly desirable. This position requires excellent customer relations skills.

This position requires flexibility in work hours including the ability to work evenings and/or weekends as directed (scheduled hours and days off for this position are Monday through Friday, 8:00 a.m. – 5:00 p.m.).

Qualified applicants interested in applying for the position may submit an application and/or resume to Linda Wells c/o Manager's Office, Delta Township, 7710 W. Saginaw Hwy., Lansing, MI 48917 or via email to lwells@deltami.gov by **5:00 p.m. on Friday, December 9, 2016.**

It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Linda Wells, Human Resources Generalist, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590.