

City of Othello
Municipal Services Coordinator

The City of Othello is accepting applications with resumes for a municipal services coordinator. This is a 40 hour per week non-union, exempt position. The position is funded through 2010 and subject to any future budget restrictions. Primary responsibilities are administrative and coordination of the public works department to include planning, organizing, and directing administrative functions. Coordination with local, state, federal agencies and presentations to City council. Review of engineered designs, specifications and inspections. Write and manage contracts, develop department budget.

Education/experience – prefer B.A. degree; however a combination of education/experience that demonstrates knowledge of municipal infrastructure will be considered. Starting salary is \$4,595.35,per month plus benefits. Applications and a complete job description are available at City Hall 500 E. Main or on the web at www.othellowashington.us. Please submit a resume/application by June 30th at 5:00 p.m. The City of Othello is an equal opportunity employer.