



Promoting Healthy & Enriching Lifestyles

To: General Public
From: Matthew Cody, Director
Re: Job Opening
Deadline: Monday, January 28th, 2019

The City of Bremen Parks and Recreation Department is currently seeking someone to fill the position of **Office Manager**. This is an at will position that is full-time with City benefits.

Individual must be able to work regular office hours of 8:00am-5:30pm on Mondays, Tuesdays and Thursdays, 8am-12pm on Wednesdays and 8am-5:00pm on Fridays. *Also, second Monday of each month attend recreation commission meeting at 5:45pm.

Job Duties and Responsibilities:

Position works under the direction of the Director and closely works with other staff. Individual responsibilities will be, but are not limited to, answering the phone, scheduling, handling of rentals for facilities, writing reports, taking payments, handling purchases and orders and preparing documents for recreation commission, city hall and designated staff. This position also serves as the recreation commission secretary and is required to attend all commission meetings, held every second Monday of each month at 5:45pm.

Individual must possess excellent computer skills working with excel and word. Must have knowledgeable ability to adapt quickly to online recreation software utilized to register and promote activities. Must be able to formulate productive lines of communication through phone conversations and email. Must have great interpersonal skills when dealing with questions/inquiries with general public and staff. General knowledge of utilizing office equipment such as phones, copiers and fax machines.

All hires are subject to background check, driving history and drug screening. All city employees are subject to background checks, driving history and drug screenings randomly through the duration of their employment.

Applicants must submit a Cover Letter, Resume and City of Bremen Employment Application. Materials may be submitted to City Hall attn. Matthew Cody or electronically at mattcodybprd@gmail.com