

## **HELP WANTED**

### **ADMINISTRATIVE ASSISTANT POSITION – Part Time: 30 Hours Weekly**

The City of Gretna, Nebraska, will be accepting applications for the position of Administrative Assistant. Responsible providing administrative support functions to internal City staff and external customers; serving as the first contact for customers, citizens, and developers needing assistance; serving as liaison between the public and professional staff of the City. This position requires implementation and utilization of departmental software in order to ensure the efficient operation of the City Government.

#### **Education and Experience:**

1. High School diploma or GED equivalent.
2. Previous experience working in an office environment.
3. Valid driver's license.
4. Prefer municipal/governmental agency experience; prefer experience and or training in building codes and permit processes or other aspects of planning, zoning review, code enforcement or land development.
5. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a time frame established by the employer.

Application and Job Description available from City Clerk, 204 N. McKenna Avenue, P. O. Box 69, Gretna, NE. 68028-0069 and at [www.gretnane.org](http://www.gretnane.org) and must be received by January 27, 2012 EOE