

EMPLOYMENT OPPORTUNITY
CITY OF CALEDONIA, MINNESOTA

Assistant to the Clerk/Administrator

The City of Caledonia, MN is accepting applications for a full-time assistant to the clerk/administrator. Provides administrative, analytical, and technical support to clerk/administrator. Assists with economic development, code enforcement, zoning, and elections. Exercises primary responsibility for updating City website and facilitating communication with community.

Minimum qualifications include a high school diploma/equivalent plus two years of experience in administrative work or a bachelor's degree, preferably in public administration, marketing, English, government, or closely related field. Must have valid driver's license within 6 months. Application and detailed job description available at www.caledoniamn.gov. Hiring range of \$18.03/hr. - \$20.74/hr. depending on qualifications. Eligible for City benefits including health insurance, holidays, and vacation leave.

Submit cover letter, résumé, and City employment application to Adam Swann, city clerk/administrator, at P.O. Box 232, Caledonia, MN 55921, or by email to caledoniaclerk@acegroup.cc, or by fax to (507) 725-5258. The position is open until filled, but the first review of applications will occur on Friday, March 1, 2019. The City of Caledonia is an equal opportunity employer.