



JOB OPENING

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| JOB TITLE | Secretary (Part-Time) |
| POSTING DATE | August 8, 2024 |
| CLOSING DATE | Open Until Filled |
| DEPARTMENT/DIVISION | Finance/Admin. |
| EMPLOYEE GROUP | General |
| EMPLOYMENT STATUS | Part-Time, Regular |
| START DATE & WORK SCHEDULE | ASAP Minimum 48 Week Regular Work Schedule: Monday - Friday, 11:00 a.m. - 3:00 p.m. |
| PAY RATE | \$22.92 per hour. |
| PREVIOUS WORK EXPERIENCE | Minimum 5 years of clerical/secretarial experience including at least 2 years in a secretary/administrative assistant capacity. |
| EDUCATION: | High School graduate or equivalent. Associates Degree from an accredited college, with emphasis in Administrative Office Management, Business, or related field preferred. |
| SPECIAL SKILLS & TRAINING | Typing (60 wpm minimum), filing, knowledge of general office equipment. Intermediate skills levels are required for all Microsoft Office applications especially Excel and PowerPoint. Excellent communication skills (written and oral) are required for considerable contact with the public, employees, and the Retirement Board. Demonstrated ability to handle confidential information. Notary public designation preferred. |
| BASIC RESPONSIBILITIES | Coordinates and provides administrative support of day-to-day activities for the Finance Department. Performs administrative and clerical tasks associated with the development of the City's Budget Document, the administration of the City's Retirement System and Retiree Health Plan, the management of the City's General Liability and Property Insurance, the development of the City's Annual Financial Reports. Prepares reports and correspondence relative to the technical and administrative activities of the Finance Department. Often coordinates communication between the Finance Director / Treasurer and other Department Directors and departmental staff. |
| HOW TO APPLY | All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. |

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.