

**CITY OF WHARTON
JOB ANNOUNCEMENT**

Position: Assistant to the Community Development Director

Description: To perform a wide range of administrative, customer service, confidential, project management, program related and management support tasks in the Community Development Department. Work is varied, complex, and involves customer service responsibilities as well as professional work such as research, analysis, and report generation which may cover assignments dealing with every facet of the Department's operations which will include United States Army Corp of Engineers (USACE) Wharton Flood Reduction Project. To represent the Community Development Director internally and externally as directed, acting as a liaison with the public and various internal departments, groups and committees.

Experience/Training: Must have a high school diploma or G.E.D. Municipal accounting experience and ability to work with Microsoft Office; Word, Excel, and PowerPoint is strongly preferred. Three to four years of responsible administrative and secretarial experience preferred.

Pay Range: \$17.39 to \$24.83 per hour.
Depending upon qualifications.

Status: Open until filled.

Contact: City of Wharton
Personnel Department
120 E. Caney Street
Wharton, TX 77488
(979) 532-2491 Ext. 225