

PART-TIME POSTING

The City of McKenzie has an open/new administrative position available on a part time basis. This position is under development so the potential candidate will have some input as to the development, implementation and outcome of this project. Additionally, please see the following employment and personnel requirements:

1. Part-time hours have not been assigned and may be available as morning or afternoon hours consistent with the business hours of the City of McKenzie and the availability of the person hired.
2. Administrative background, office training, computer skills- word/ excel etc., telephone and business etiquette- dealing with the public, collections experience and basic knowledge, skills and abilities (KSA's) to accomplish tasks and goals as assigned.
3. Able to work independently on duties and tasks, develop protocols consistent with the mission, goals and requirements of the position.
4. The position will be housed on the Local Government side and will be supervised by the City Clerk who will have oversight on financial matters/criteria, accounting protocols and other office and business input for compliance/ audit purposes. The Chief of Police or his designee will furnish materials, information and documentation for inclusion in the work process for this position.

Interested persons should submit a detailed resume by 4 p.m. June 1, 2021, to Jennifer Waldrup at City Hall or mail to P.O. Box 160, McKenzie, TN 38201 or email to jennifer.waldrup@cityofmckenzie.com

The City of McKenzie, TN is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, religion, sex, familial status or disability in the admission or access to, or treatment of employment.