

Announcement No. 24-034

October 23, 2024

**MUNICIPAL UTILITIES ADMINISTRATIVE ASSISTANT  
DEPARTMENT OF MUNICIPAL UTILITIES**

Performs a variety of high-level administrative and support functions related to the daily operations of the water and sewer division, Director of Municipal Utilities, GIS/IT Administrator, and Asset Management/GIS Analyst. Coordinates and monitors purchasing; schedules services; processes invoices and payroll; maintains inventory, records and procedures; manages various projects and grant-related activities; and interacts with the public and other departments.

The expected hiring range is \$55,025.61- \$61,007.87 DOE (the full salary range is \$55,025.61–\$72,458.21). Competitive benefits package including the following: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**Education, Training and Experience:**

- ✓ Associate's degree or equivalent in science, business, accounting mathematics, or related field. Bachelor's Degree is preferred.
- ✓ Two (2) to Three (3) years' experience in research, administrative support, finance, water or wastewater systems or treatment, and/or records management.

**Jobs Responsibilities:**

- ✓ Supports the Director of Municipal Utilities in all daily activities. Maintains the Director's calendar, schedules appointments, and drafts correspondence.
- ✓ Oversees purchasing, receiving, and inventory control for the department. Maintains an adequate inventory to meet anticipated needs.
- ✓ Makes recommendations on short - and long-range plans for the maintenance department.
- ✓ Calculates parts and labor costs, and initiates billing of work orders for water taps and repairs, fire hydrant use permits, fire hydrant flow tests, and new water meter packages

**Knowledge of:**

- ✓ Knowledge and ability to use Microsoft Office: Word, Excel; Google Suite: Email, Calendar, Hangouts, Meet; BS&A Modules, ESRI GIS software, iCompass, and Lucity.
- ✓ Knowledge of scientific principles related to water and wastewater utilities.

**Licensing and Other Requirements:**

- ✓ Must reside and maintain principal residence within 30 miles from the nearest city limit within twelve months of the date of hire.

**TO BE CONSIDERED, CANDIDATES MUST SUBMIT A COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov). Application can be found at [traversecitymi.gov/jobs/](http://traversecitymi.gov/jobs/)