



360 Main St. • Delta, Colorado 81416 • Phone (970) 874-7566 • Fax (970) 874-8776

January 25, 2019

For information call
Kathy Drayer HR Manager
970-874-7906

HELP WANTED: The City of Delta is now accepting applications for a **Public Works Administrative Technician**. Position is Full-time with an excellent benefit package; starting salary is \$20.51/hr. Under direct supervision of the Director of Public Works & Utilities, will perform duties involved with reviewing and assisting the public with applications for a variety of City planning issues; conducts property/land research on zoning, set-backs, easements; provides other information including deeds and plat searches, property descriptions and development history; posts information on City website; provides administrative support for the Public Works, Utilities, GIS, Planning and Building departments; processes purchase orders and invoices; maintains records and documents for planning processes; assists in the preparation of Planning Commission information packets, and attends monthly evening meeting; Must be able to obtain Notary certificate for the Colorado Secretary of State within 6 months from hire date. Applicant must have any combination of experience and training equivalent to a high school diploma and two (2) years administration or customer service experience in building construction, inspections or related field. Will be required to pass a pre-employment drug screen and background check. Submit completed City of Delta employment application to the City of Delta, Attn: Human Resources, 360 Main Street, Delta, CO 81416 by deadline date of February 8, 2019 by 4:30PM. Full job description and applications available at the above address or online at www.cityofdelta.net. Incomplete applications or applications submitted after the deadline will not be considered. EOE

DCI 1/30, 2/6

HCS 1/30, 2/6

City Website through 2/8/2019

Colorado Workforce through 2/8/2019

CML through 2/8/2019