

JOB POSTING

ADMINISTRATIVE ASSISTANT, BUILDING OFFICIALS OFFICE

The City of Boone is looking to fill the position of a Full-time Administrative Assistant for the Building Officials office. Minimum qualifications for the position are as follows: Basic reading, writing and arithmetic skill required, ability to work with the public, ability to work in stressful conditions, knowledge of Microsoft Office and adaptable to other computer database programs. Requires professional verbal and written communication skills. Starting salary range, \$30,000 - \$32,000. Full Benefit package included. Please submit an application, letter of interest, and resume to the Building Official, Ed Higgins at the Building Official's office at Boone City Hall, PO Box 550, Boone, IA 50036 or edhiggins@city.boone.ia.us by Friday, April 29, 2016 at 4 P.M. Employment Applications are available at www.boonegov.com or at Boone City Hall.