

**PUBLIC NOTICE
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT
ECONOMIC DEVELOPMENT DEPARTMENT**

The City of Metter is accepting applications for an Administrative Assistant for the Economic Development Department. Minimum qualifications include:

- A high school diploma or its equivalent;
- Associates Degree in related field or (4) four years in related field experience Associate Secretarial Science or Business Administration or (3) three years of experience working in a planning or economic development agency or equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job;
- Possession of a valid Georgia driver's license;
- A resume reflecting your experience and qualifications for this position; at least three references who are able to speak to your professional qualifications, work ethic, and personal character; and a cover letter (to be considered as a writing sample) must be submitted in order to be considered for this position.

Applications are available at City Hall at 49 South Rountree Street, Metter, Georgia. Office hours are Monday – Friday, 8:00 a. m. until 5:00 p. m. The deadline for submitting applications will be January 23, 2018 at 4:00 p.m.

Annual Salary Range: Minimum \$26,396.65 Maximum \$39,594.98

All job applicants being considered for employment shall be required to pass a drug and alcohol screening test prior to being hired.

The City of Metter is an equal opportunity employer.

Missy Edenfield
HR Manager