

**JOB DESCRIPTION**  
**SECRETARY**

Have professional and friendly demeanor to represent the City Staff at the front desk, on the phone and among the community.

Answer phones and route calls or take messages for staff member for whom the caller requests.

Monitor general City email: forward to appropriate staff member(s) or print and distribute information as deemed appropriate for each situation.

Pick up mail each morning from the Post Office and route to appropriate recipients.

Enter daily cash receipts for utility bills, fees, payments, and reimbursements to the City.

Run daily reports for payments received and prepare deposit for Glenwood State Bank.

Generate monthly utility bills for water, sewer, and refuse services provided by the City.

Generate bills for such expenditures as airport hangar rent, annual fire protection, building permits, parts sold by the Public Works Department, City fees, and other items that require invoicing.

Type correspondence, resolutions, agendas, minutes, narratives, work orders, and other documents as requested by City Administrator, Public Works Director, and Finance Director.

Prepare time cards for City departments.

Prepare annual assessment roll for delinquent utilities.

Schedule seasonal campsites at Barsness Park.

Schedule weekend and other camping requests at Barsness Park and coordinate with parks caretakers.

Schedule the rental of the Chalet and Glenhaven buildings at Barsness Park.

Schedule appointments for Public Works Department to replace water meters as needed.

Submit orders for office supplies as approved by Finance Director.

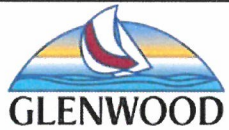
Assist walk-in patrons with inquiries and requests.

Assist in the process of application for City permits, such as building and excavation permits.

Assist in the sale of animal licenses and shooting range passes.

Attend quarterly Park Board meetings and take notes, prepare minutes.

If needed by the Finance Director, attend City Commission meeting to take notes.



**CITY OF GLENWOOD  
IS SEEKING  
A FULL-TIME  
OFFICE ASSISTANT/  
RECEPTIONIST**

The City of Glenwood is seeking a Full-Time Office Assistant/ Receptionist position. Applicant will perform intermediate skilled administrative support work, perform utility billing and process camping reservations. Knowledge and use of computers and software is required. Applicant must be able to multi-task in a fast paced office setting.

A full job description and application can be found online at [www.ci.glenwood.mn.us](http://www.ci.glenwood.mn.us).

The pay for this position is dependent upon qualifications.

The City of Glenwood offers employee benefits that include health, dental, and life insurance, a voluntary 457(b) deferred compensation plan, and membership in the Public Employees Retirement Association (PERA).

Qualified candidates please submit your cover letter, application, and resume to City of Glenwood, P.O. Box 254, Glenwood, MN 56334, Attn: David Iverson, City Administrator or email [davei@ci.glenwood.mn.us](mailto:davei@ci.glenwood.mn.us).

This position is open until filled, applications will be reviewed as they are received.

For more information, please contact Dave Iverson at [davei@ci.glenwood.mn.us](mailto:davei@ci.glenwood.mn.us), or at 320-634-5433.

*An EEO/ AA Employer.*