

## JOB POSTING

Posting Date: September 24, 2020  
Position: Deputy Drain Commissioner - Part Time – 21 hours  
Location: Gladwin County Drain Office  
Start Date: To be determined  
Wages/Benefits: Per Personnel Policy

**Duties:** Under the direction of the Gladwin County Drain Commissioner. Keep all account records for Drains, Lake Improvements, Lake Levels monthly, balancing at year end. Place assessments as needed on Drains, Lake Improvements, Lake Levels. Attend and record minutes at all Lake Improvement board meetings and Lake Authority board meetings. Preparation and balancing of special assessments to export for tax bills; answer the phone; take messages; assist the public; and any other duties that may be assigned in connection with carrying out the duties of the office

### Qualifications:

- High School Diploma
- Computer experience with knowledge of Microsoft Excel, Word & Works
- Willingness and motivation to accept responsibility, follow directions, be flexible, adaptable to changing situations
- Ability to multi-task & deal with time sensitive issues
- Personality conducive to dealing with the public and fellow employees
- Good typing skills, telephone etiquette & be able to use general office equipment

**Apply:** Submit resume by noon on ~~8~~ October 29, 2020

**Robert Evans**, Gladwin County Drain Commissioner's Office  
555. W. Cedar Ave.  
Gladwin, Michigan 48624

**Posted:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor of Court House  
Faxed to Animal Control – (989)426-6321  
Faxed to Annex Bldg– (989)426-6919  
Copy to Union Rep