JOB OPENING – VILLAGE OF DEXTER

The Village of Dexter is seeking a full-time Assistant to the Village Manager, to be a part of the Village’s Administrative Team. Specific responsibilities include acting as the staff liaison to the Parks & Recreation Commission and Farmers Market (including grant writing for both groups), assistance with purchasing, website maintenance, and providing project support to all Village departments. Additional Clerk’s duties could also be assigned based on the outcome of the November 4, 2014 city incorporation election.

Starting salary $45,000 - $50,000 plus benefit package. Master’s Degree in Public Administration or similar field preferred. The Village is an Equal Opportunity Employer.

For more detailed information about the position visit http://www.dextermi.gov.

Submit cover letter, resume, and writing sample to the Village of Dexter, ATTN: Courtney Nicholls, 8140 Main Street, Dexter MI 48130-1092 or email to cnicholls@dextermi.gov. First review of applications will occur on October 31; position open until filled.