

The City of Monroe City is taking applications for three full-time positions in the public works division which is one for the Street Department, one for the Water/Sewer Plant and one for the Gas/Water/Sewer Department. Positions will be a minimum of 40 hours per week, which may include some weekends and holidays. Successful applicant must have or be able to obtain a CDL license, no criminal record; submit to a complete background investigation, pre-employment drug and alcohol screening and possibly a pre-employment skills test. Interested applicants may apply at City Hall, 109 Second Street, Monroe City, MO 63456. Questions should be directed as follows:

Street Department – Kevin O’Bryan – 573-735-4759

Water/Sewer Plant – Jon Rogers – 573-735-2822

Gas/Water/Sewer Department – Jamie Allen – 573-735-2488

Applications will be taken until September 15, 2017 or until the position is filled. A detailed job description for each position is available at City Hall. The City of Monroe City is an equal opportunity employer. The City of Monroe City has the right to reject any application.

The City of Monroe City is accepting applications for a full time position with the City of Monroe City as the City Finance Controller/Clerk. Applicant will work a standard 40 hours per week with additional hours as needed to attend meetings as requested by the Board of Aldermen. Duties will include preparation of financial reports; utility statistical information; taking and preparing minutes of meetings; preparation of monthly, quarterly and annual payroll reports; preparation of budget and audits; will serve as custodian of all records; post agendas prior to meetings; preparation of bid specifications as needed; work closely with Building Inspector to insure Planning and Zoning processes are followed; work with software providers regarding system and provide any other assistance that may be periodically assigned.

This position will require a great deal of accounting knowledge and experience, the capability of working independently as well as on a team, working with the public in both positive and negative situations, effective communication in both oral and written formats, and providing assistance to co-workers when needed. Other general office duties will apply as well.

A degree in accounting or finance is preferred OR a significant number of years in either field. Computer proficiency is required.

REQUIREMENTS:

Valid State of Missouri motor vehicle operator’s license

Submit to a complete background investigation

Pre-employment drug and alcohol screening

Live in the Monroe City School District or be willing to re-locate within 6 months

Fluent in English

Pass a pre-employment test

Able to lift and carry 25 pounds

Complete list of requirements available at City Hall

Salary will be commensurate upon experience and this position will be eligible for full City benefits.

Interested applicants may apply at City Hall, 109 Second Street, Monroe City, MO 63456. Questions should be directed to Neal Minor, Mayor at 573-231-2753.

Applications will be accepted at City Hall until 5:00 p.m., Friday, September 29, 2017.

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