



City of Rhinelanders

Office of the Interim City Administrator

JOB ANNOUNCEMENT

City of Rhinelanders Administrative Assistant

The City of Rhinelanders is seeking candidates for an Administrative Assistant for the City Administrator's office. This is a full-time position of 37.5+ hours weekly with benefits and a salary range of \$31,687 to \$35,158. The Administrative Assistant position reports directly to the City Administrator and the Mayor. This person will work closely with the Clerk's office and all other departments within the City. The position requires a high level of professionalism and confidentiality.

Requirements: HS Diploma or equivalent. Applicants are subject to a background check. Applications are available online at www.rhinelandercityhall.org and must be submitted to Keith Kost, Rhinelanders's Interim City Administrator, 135 S. Stevens Street, Rhinelanders, WI, by noon on May 5, 2017.