



# JOB ANNOUNCEMENT

## RECEPTIONIST

### THE POSITION

The City of Gunnison is seeking a qualified individual to fill a full-time Receptionist position.

The Receptionist is responsible for greeting clients and visitors at the Public Works Department, assisting customers by providing information regarding Public Works services and writing work orders to address service requests in person, on the phone, and through email.

### THE COMPENSATION AND BENEFITS

The starting salary range for this position is **\$35,300 to \$41,500 per year** plus benefits, based on qualifications. The position will be open until filled.

The City of Gunnison offers a competitive benefit program which initially includes three weeks of paid vacation, twelve days of paid sick leave and twelve paid holidays. 5% of the employee's gross pay is matched by the City in a defined contribution retirement program. The City pays 75% of health

insurance premiums for the employee and dependents, offers free access to doctors at any time via its Teledoc program, provides an Employee Assistance Program for free counseling, legal and financial assistance and offers a free membership to the City's Community Center.

### THE IDEAL CANDIDATE

The successful candidate should possess a high school diploma or equivalent and prior office experience is preferred. Excellent verbal, written communication and computer skills are necessary.

### HOW TO APPLY

*Applications will be accepted until April 2, 2019.*

*Visit the City's website at [www.GunnisonCO.gov/HR](http://www.GunnisonCO.gov/HR) or the Finance Department at 201 W. Virginia Ave. to apply.*

*Call (970) 641-8070 for more information.*