



The City of Cottage Grove is recruiting for a

Administrative Aide

Public Works & Development Department

Application Deadline is January 9, 2018



The City of Cottage Grove is now accepting applications for the Administrative Aide position. The position provides administrative and clerical support to the operations of the Utilities and Maintenance Divisions of the Public Works & Development Department. It performs a variety of secretarial, administrative and/or technical duties and other related work as required. Cottage Grove is home to 9,892 residents in the Southern end of the Willamette Valley and is a gateway to recreation leading to Cottage Grove and Dorena Reservoirs, the Row River Trail, and the Umpqua National Forest. Peace Health operates a full service hospital and care provider facility and South Lane School District has a newer High School and is currently building a new elementary school. Cottage Grove is small town living at its' best.

Pay range: \$3,101-\$3,958 per month

Full job description and application materials are available online at: www.cottagegrove.org/jobs

Job posting opens December 26, 2017 and closes on January 9, 2018.

Questions, Contact:

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THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER