

EMPLOYMENT OPPORTUNITY

OFFICE & ACCREDITATION MANAGER. Immediate opening with the City of Owosso, Public Safety department. A high school diploma/GED required, an Associate's degree preferred and at least two years of related experience required. Works Monday – Friday, 8:30am to 4:30pm, \$23.99/hour includes medical, dental, vision, life insurance, 401a and paid time off. Serves as a confidential office manager performing executive-level administrative support to the Director of Public Safety and the Public Safety command staff. Job description and application available at

<http://www.ci.owosso.mi.us/DepartmentsServices/HumanResources.aspx#Jobs>.

Applications must be returned to Human Resources, City of Owosso, 301 W. Main St., Owosso, MI 48867 by 3p.m. on Monday, May 20 via mail, email to hr@ci.owosso.mi.us or fax to 989-725-0526. The City of Owosso is an Equal Opportunity Employer.