



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

NOTICE TO EMPLOYEES
OF THE PUBLIC UTILITIES COMMISSION
CITY OF GRAND RAPIDS, MINNESOTA

NOTICE OF VACANCY

DATE POSTED: February 28, 2024

POSITION: **Temporary Part-Time
Administrative Assistant/
Customer Service Representative**

DEPARTMENT: Administration/Business Services

ACCOUNTABLE TO: General Manager/Business Services Manager

RATE: \$24.09 per hour

SCHEDULE: This position will be 30 hours per week (6 hours per day - 5 days per week). It is a temporary part-time position for 7 months, beginning mid-March through the end of September.

QUALIFICATIONS: Please see attached position description.

Applicant's qualifications may be subject to verification and testing.

If you are interested in posting for this position, please email a brief letter of interest and a statement of your qualifications to Chery Pierzina, Human Resources Officer, cpierzina@grandrapidsmn.gov, no later than the date listed below.

POSTING CLOSES: March 7, 2024 at 4:30 PM

Posted in accordance with Local 3456, AFSCME, and the Public Utilities Commission Collective Bargaining Agreement dated January 1, 2021 to December 31, 2023, Article 8, Section 1, Vacancies and Promotions.