



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: August 10, 2022

Subject: Utility Billing Clerk

The City has received a letter of resignation from Dena Brunette, the City's Utility Billing Clerk. Her last day with the City is August 23.

Staff would like to thank Ms. Brunette for her years of service to the City, first as an Accounting Clerk/Office Support Specialist and most recently as the City's Utility Billing Clerk.

Staff is asking the City Council to accept Ms. Brunette's resignation, with regret, and to authorize staff to post the position.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

Utility Billing Clerk
City of Spring Lake Park
Full Time
Wage Range - \$52,580.06 - \$64,634.32

The City of Spring Lake Park is seeking a customer service oriented individual to serve as its Utility Billing Clerk. Under the supervision of the Administrator, Clerk/Treasurer, the Utility Billing Clerk is the first point of contact for our utility customers. The Utility Billing Clerk processes, checks and verifies utility billing data, maintains the utility database, prepares and mails utility bills, processes customer service requests and billings, prepares and enters adjusting entries to general ledger, prepares and maintains appropriate files and records and performs related work as apparent or assigned.

Applications deadline is Tuesday, August 23 at 4:30pm. The application and job description are available at City Hall -- 1301 81st Avenue NE, Spring Lake Park – or on the City’s website at www.slpmn.org/jobs. Application materials can be dropped off at City Hall, mailed to City Hall or emailed to city@slpmn.org. Questions regarding the position can be directed to Daniel Buchholtz, City Administrator at city@slpmn.org.