



City of Martin Parks and Recreation Department

The City of Martin Parks and Recreation Department is accepting applications for the position of a **full-time Office Manager**.

- The successful candidate will be responsible for general secretarial duties and bookkeeping for activities operating through the Parks and Recreation Office.
- Candidate will assist in planning, organizing, and implementing special events, programs, and activities as assigned; maintain schedules for ball fields and park usage; and assist Athletic Coordinator with registration fees and paperwork.

Minimum Qualifications

- Have a High School Diploma or equivalent.
- Experience in working as a bookkeeper and/or office clerk preferred.
- Must possess good communication and office skills.
- Must have a valid driver's license.

Hourly rate: \$15.00/ hour.

Full-time position consists of 40 hours a week, Monday - Friday; days off during the week may vary due to special events scheduling.

Benefit Package: City of Martin Health Insurance, Blue Cross Blue Shield Vision, Delta Dental of Tennessee Dental, Dearborn Life Insurance & TCRS Retirement Benefits.

Applications can be obtained at the City of Martin Municipal Building or may be obtained on City of Martin website at www.cityofmartin.net. Resumes not accepted without a completed application. Deadline for submitting applications is **5:00 PM Friday January 22, 2021**. Mail applications to:

City of Martin
Attn: Human Resources Department.
109 University Street
Martin, TN 38237

The City of Martin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.