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**OFFICIAL POSITION ANNOUNCEMENT:**  
**Full-Time Public Works/Utility Administrative Manager**  
**City of Ashland Public Works Department**

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| <b>POSTING TYPE:</b> | Internal & General Public - Employees and the general public are invited to apply |
| <b>POSTING DATE:</b> | September 2, 2021   |
| <b>CLOSING DATE:</b> | September 21, 2021 at 4:00 pm   |
| <b>WAGE RANGE:</b>   | \$24.00-\$28.00 Depending on Qualifications                                       |
| <b>BENEFITS:</b>     | Full time employee benefits included with position                                |
| <b>POSITIONS:</b>    | One (1) full-time position  |

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**GENERAL PURPOSE:** The Public Works/Utility Administrative Manager is a middle management position responsible for the day-to-day administrative functions of the Public Works Department office and may be assigned to act as a backup to the Director of Public Works. The person in this position will work proactively as a member of the City management team with all departments including Public Works, Human Resources, Parks, Utility, Finance and Administration. The Public Works/Utility Administrative Manager will be responsible for public relations for the Department by handling complaints and inquiries, preparing correspondence, writing informational news releases and ads, making updates to the web site, and acting as a contact for Public Works employees on Human Resource issues.

The Public Works/Utility Administrative Manager will oversee all record keeping and filing of the Department, including all budget expenditures, confidential employee records, payroll reports, and equipment records. The person in this position will also assist with contract management, all IT and business operational issues affecting Public Works, interviewing and hiring new staff, and the overall daily operation of the Public Works Department. Work is performed under the general supervision of the Director of Public Works.

**Application Process and Requirements**

A detailed position description is attached to this announcement. The official City of Ashland application may be obtained by visiting the City of Ashland website [www.coawi.org/Jobs.aspx](http://www.coawi.org/Jobs.aspx).

**Application Package Requirements:**

1. Cover Letter
2. Resume
3. Official City of Ashland Application

***Please see the next page for ways to submit your application package***

**Please submit your application in one (1) of the following ways:**

- **Email:** Interested candidates may also submit a City of Ashland Employment Application package to [jobs@coawi.org](mailto:jobs@coawi.org).
- **U.S. Postal Mail:** City Hall, Human Resources Office, City Hall – 601 Main Street West, ATTN: HR, Ashland, Wisconsin. Interested applicants are welcome to call 715.6085.1603 to speak with the HR Director or email inquiries to [jboulley@coawi.org](mailto:jboulley@coawi.org).
- **Deliver to City Hall:** You may also drop off your application package at City Hall. Please mark it ATTN: HR.

**Please wear a mask inside all City of Ashland facilities: As of August 9, 2021 masks are required by all employees and citizens (vaccinated and unvaccinated). Thank you for your cooperation!**

**Application deadline is September 21, 2021 at 4:00 p.m.**

*The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of service, programs or activities.*

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