

CITY OF ARLINGTON

P.O. BOX 68, ARLINGTON, OR 97812

PHONE: 541-454-2743

FAX: 541-454-2753

TTY: 800-572-0638

CALL FOR APPLICANTS - REVISED

The Arlington City Council is accepting applications for a full-time position as City Recorder. Qualifications include a college degree in a relevant field and/or at least 5 years related government experience or any equivalent combination of education and experience that ensures the ability to perform the essential functions of this position. Prior office experience is required. Applicants must have strong accounting, personnel, computer software, public relations and communication skills. The Recorder is the City's Budget Officer and responsible for annual budget preparation in accordance with Oregon Budget Law and is the Elections Officer and Planning Officer. Position includes a generous benefit package; salary negotiable, DOQ. This position serves under the general supervision of the Mayor and 6-member council. Job description and application packet is available online at www.cityofarlingtonoregon.com or at Arlington City Hall, 500 W. First St., PO Box 68, Arlington, OR 97812, telephone 541-454-2743. Applications will be accepted until 5:00 p.m. April 30, 2024.

The City of Arlington is an equal opportunity employer and maintains a drug free workplace. The Council reserves the right to reject any and all applicants. All employment offers are contingent upon successful completion of a drug test.

Posted / Mailed 04/08/24:

Arlington Municipal Building
Bank of Eastern Oregon
Arlington USPS
www.cityofarlingtonoregon.com
Times Journal, East Oregonian, published


Kari Hayter, City Recorder