

BOARD OF COMMISSIONERS

Vacant Position, District #1
James S. O'Rourke, District #2
Douglas Rexroat, District #3
Ty Wessell, District #4
Kama Ross, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



Richard I. Lewis
Interim County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
(231) 256-9711 ♦ (866) 256-9711 toll free
(231) 256-0120 fax
www.leelanau.gov ♦ rlewis@leelanau.gov

J O B P O S T I N G

The Leelanau County Administrator's Office is seeking qualified candidates for a full-time (40 hours per week) **Facilities Director** under the general supervision of the County Administrator.

This non-union, at-will position has full County benefits per policy, including but not limited to medical, dental, and vision insurance and a MERS pension plan. The salary compensation range is \$82,628.83-\$90,465.75. A link to the job description and online application can be found on the County website (www.leelanau.gov) on the "Employment Opportunities" page, listed under "Quick Links." Any attachments must be in a PDF-format.

Inquiries can be directed to:

Richard I. Lewis, Interim County Administrator
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Suttons Bay, MI 49682
rlewis@leelanau.gov
231-256-9711

Employment Qualifications:

Education: Bachelor's Degree in a related field of Engineering, Construction Management, Building Codes, and/or equivalent education, experience.

Experience:

- Five (5) years' experience in building, grounds, parks maintenance and two years in supervisory experience.
- Knowledge of federal and state legislation such as American Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, unionized workforce, Open Meetings Act, Freedom of Information Act and ability to comprehend County rules, regulations, procedures, and functions.
- Ability to comprehend process and apply both verbal and written skills appropriate for the position.
- Have a valid driver's license and personal vehicle insurance; maintain eligibility to drive as per the County's Vehicle Policy.

Applications will be accepted until the position is filled.

Leelanau County is an Equal Opportunity Employer