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Leelanau County Government Center
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J O B P O S T I N G

The Leelanau County MSU Extension office has an opening for a full-time (35 hours per week) **On-Site Office Manager** with a starting date of March 2024.

This is a Teamsters 214 Union position, Grade 2 with full county benefits. Starting pay is \$23.43-28.94 per hour. A complete job description and link to the online application system is located on the County's website at the following link: <http://www.leelanau.gov/adminemployment.asp>. Any attachments must be in PDF format. ***Internal applicants can submit a letter of interest.***

Inquiries can be directed to:

Jennifer Berkey, Leelanau County MSU Extension
231-342-9595
C/O Heather Cade, Leelanau County Human Resources
8527 E. Government Center Dr., Suite #101
Suttons Bay, MI 49682
berkeyj@msu.edu or hcade@leelanau.gov

Employment Qualifications:

- Education:** Possession of a high school diploma or its equivalent.
- Experience:** Four to six years of directly related and progressively responsible experience.
- Trainings:** College level coursework or professional development training in related disciplines. Emphasis on organization, planning, detailing data and comprehensive customer service and communications.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job may be considered.

Applications will be accepted **until the position is filled.**

In accordance with Article 15, Job Posting, of the Teamsters, State, County and Municipal Workers Local 214 Union, prior to filling a vacancy within the bargaining unit, it shall be posted for five (5) working days. Employees interested shall apply in writing within the Employer designated posting period. The Employer reserves the right to select the person who it believes is best qualified for the position from either within or outside of the bargaining unit.

Leelanau County is an Equal Opportunity Employer