



BENNY JASSO, MAYOR

AARON SERA, ADMINISTRATOR

Phone (575) 546-8848, ext. 116 - Fax (575) 546-6442
E-MAIL: deming@cityofdeming.org - Website: www.cityofdeming.org
P.O. BOX 706. DEMING, NEW MEXICO 88031
POPULATION 14,000

Employment Opportunity Office Supervisor, \$15.55/hr.

The City of Deming is accepting applications for the position of a Full Time, Regular, Office Supervisor, Range 16, located in the Utility Department.

This is responsible supervisory and administrative work in the operation of a City office. The work involves the supervision of the detailed operation of the billing process, posting, issuance of various licenses, and the assignment of work to the various employees. This employee works with considerable freedom of action but must be in compliance with regulation and law. Position receives instructions from administrative supervisors on matters of policy and deviations from established procedures. Good customer service skills are required. For additional information, see the position description.

Applications (and position description) are available and will be accepted at the Deming City Office receptionist desk (Mary Corral), 309 South Gold, PO Box 706, Deming NM 88030, until 4:00 pm, May 21, 2018.

Any individual offered employment will be required to pass a pre-employment physical and drug test.

"EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"

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