



JOB ANNOUNCEMENT  
**ADMINISTRATIVE ASST. II**  
COMMUNITY SERVICES DEPARTMENT

The Town of Clarkdale, Arizona (Pop. 4,100) seeks an Administrative Assistant II in the Community Services Department. Starting range: \$13.27 - \$17.25 per hour, DOQ.

Located in central Arizona, Clarkdale is a charming, historic town, on the banks of the Verde River and at the base of Mingus Mountain. Ideally situated above the heat of the desert and below the cold of Arizona's high country, Clarkdale enjoys a moderate year-round climate with an elevation of 3,500 feet. With easy access to surrounding National Forest lands, numerous State Parks, National Monuments, the red rocks of Sedona and numerous historic and archaeological sites, residents are surrounded by natural, scenic beauty and recreational opportunities. Notably, the Verde Valley was recently named one of the Top 10 Places to Visit in the U.S by both CNN and the Lonely Planet (worldwide travel advisor).

This position, under general direction and of the HR/Community Services Director and direct supervision of the Community Services Supervisor, performs administrative tasks in support of the Community Services Department which includes oversight of Parks and Recreation, the Clark Memorial Library, the Town's Volunteer Programs, Town facility rentals, Town website and newsletter. This position may also provide liaison work in support of specific Boards and Commissions and may take minutes at meetings or perform related clerical duties, or attend other meetings as required. At times this is a front desk position providing customer service and assistance to incoming visitors and phone callers.

This is an FLSA exempt, full-time classified position with full benefits.

Applications and job descriptions are available at:

- Clarkdale Town Hall, 39 N. Ninth Street, Clarkdale, AZ 86324, 928.639.2400;
- Town website: [www.clarkdale.az.gov](http://www.clarkdale.az.gov).

A required and completed Clarkdale employment application and supporting information should be delivered to the address above, ATTN: Human Resources, or mailed to same at PO Box 308, Clarkdale, AZ 86324. First review of applications will be September 30, 2013; position open until filled. Faxed or electronic applications must be followed by original hard copies. While a resume is encouraged, they will not be accepted in lieu of a fully completed application. The Town of Clarkdale is an Equal Opportunity (EOE).