



City of Reading • 113 S. Main St. • Reading, MI 49274 • (517) 283-2604

EMPLOYMENT OPPORTUNITIES

The City of Reading is accepting applications/resumes for a part time employee to work with the City of Reading Department of Public Works. This would be approximately 24 hours per week and would be assisting DPW employees in their daily work along with things like lawn care, street maintenance, meter reading, building and vehicle maintenance and other duties as necessary. Please submit an application, resume and references to the City of Reading, Attn: City Manager/Clerk/Treasurer, 113 S. Main Street, PO Box 240, Reading, MI 49274 no later than 5:00 pm June 9, 2016. Any questions should be directed to the DPW Supervisor at (517)283-2835.

The City of Reading is also accepting applications/resumes for a part time summer clerical position to work in the Reading City Hall office. This would be approximately 16 to 24 hours per week and duties will include, but are not limited to answering the phone, assisting walk in customers, data entry, bank deposits and voter registration. Must be able to balance a cash drawer and be proficient in MS Office, including Excel and Word. Prior experience in a municipality and with BS&A Tax Software and NDS (Northern Data Systems) Utility software preferred. Please submit an application, resume and references to the City of Reading, Attn: City Manager/Clerk/Treasurer, 113 S. Main Street, PO Box 240, Reading, MI 49274 no later than 5:00 pm June 9, 2016. Any questions should be directed to the City Manager/Clerk/Treasurer at (517)283-2604.

“City of Reading is an Equal Opportunity Provider and Employer”