

**FULL TIME POSITION AVAILABLE**  
**PUBLIC WORKS ADMINISTRATIVE COORDINATOR**

Monroe County Board of Commissioners is seeking qualified candidates for the position of Public Works Administrative Coordinator. This position is responsible for providing customer service support and clerical duties including driveway permits, entering invoices, payroll and any other related duties for Public Works. Excellent organizational and customer service skills are required.

Starting salary is \$18.49 per hour.

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

Applications are available online at [www.Monroecoga.org](http://www.Monroecoga.org) or can be picked up at Monroe County Commission Office, 38 West Main Street, between the hours of 8:00 am and 5:00 pm. Applicants will be subject to a background check and drug screening. Monroe County is an equal opportunity employer and a drug free workplace.