

CITY OF GRANTS
JOB OPENINGS/CURRENT OPPORTUNITIES

Equal Opportunity Employer: The City of Grants provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by State, Federal, or Local Law.

Applications received after deadlines will not be considered, and applications will only be accepted for posted vacancies.

For full job descriptions visit: www.cityofgrants.net/job-openings

- CITY MANAGER -

The City of Grants is accepting résumés for the position of City Manager.

Qualifications include but not limited to the following: College degree in Management, Business or Public Administration and/or such alternative combinations of education, training and experience as the Mayor and Council will deem appropriate to the competent discharge of the executive responsibilities of this position. Minimum 5 years progressive experience in public sector preferred, with strong administrative skills, including supervisory techniques, organizational planning and management, and general leadership principles and practices.

Résumés may be dropped off at City Hall- Human Resources located at 600. W Santa Fe Ave. or email résumés to mmaes@grantsnm.gov. A complete position description may be obtained on-line at cityofgrants.net. Résumés will be accepted until position is filled.

THE MAYOR SHALL APPOINT A CITY MANAGER SUBJECT TO CONFIRMATION BY A MAJORITY OF ALL THE MEMBERS OF THE GOVERNING BODY, PER SECTION 3.02 OF THE CITY OF GRANTS CHARTER.

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- Executive – Administrative Assistant –

The City of Grants is accepting applications for the position of Administrative Assistant with the City Manager's Executive Office.

Starting Salary is \$16.56 - \$17.39 per hour (D.O.E and Qualifications), with great benefits.

Qualifications include but not limited to the following: High School diploma, GED or equivalent; Minimum three (3) years' experience in work related to public administration, office management, and/or personnel management, preferred; working knowledge of public service and experience in customer service; must be bondable; must be certifiable as a Notary Public; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to mmaes@grantsnm.gov **

Applications will be accepted until position is filled.

- Grants Police Department – Certified Police Officer –

The City of Grants is accepting applications for the position of Certified Police Officer.

Starting Salary is \$20.45 – \$24.73 per hour (D.O.E and Qualifications).

Qualifications include but not limited to: High school diploma or equivalent; Law Enforcement Academy Certification is required within one (1) year of hire; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Employee must be ready and willing to work irregular hours in accordance with the needs and requirements of public safety; able to work under pressure. Position is subject to rigorous background investigation.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

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Applications will be accepted until position is filled.

** D.O.E – Dependent on Experience*

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– PUBLIC WORKS – Streets Department – Operator –

The City of Grants is accepting applications for the position of Laborer – with the Streets Department, under the Public Works Department.

Starting salary is \$17.00 to \$18.28 DOE per hour, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; three to five (3-5) years' experience in Road construction and Maintenance; other combination of experience and education may be considered; possess or have the ability to obtain traffic control and flagging certification; ability to engage in strenuous physical activity and perform heavy manual tasks for extended periods of time in all-weather conditions; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

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Applications will be accepted until position is filled.

– GRANTS RECREATION – Maintenance Technician –

The City of Grants is accepting applications for the position of Maintenance Technician with the Recreation Department.

Starting Salary range is \$14.16 to \$15.52 per hour DOE, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; at least one (1) year of experience in facility building maintenance and janitorial; ability to engage in strenuous physical activity in all-weather conditions; must be able to work irregular hours; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

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Applications will be accepted until position is filled

– SENIOR CENTER - Nutrition Technician I – II

The City of Grants is accepting applications for the positions of Nutrition Technician I, and Nutrition Technician II, with the Senior Center.

Starting Salary range for Technician I is \$ \$12.90 to \$14.15 per hour DOE, and Technician II is \$14.53 to \$15.95 per hour DOE, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; Level I – Six (6) months experience in a commercial kitchen; Level II – Three (3) years' experience as a cook/chef in a commercial kitchen; Knowledge of nutrition requirements and meal planning; Food handler's permit; Preferred experience in food handling and preparation; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

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Applications will be accepted until position is filled

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