

# OPEN POSITIONS

The City of Appleton is currently hiring and recruiting for the following positions listed below. If you are interested in applying for any of these openings please see instructions on how to apply.

POSITION	STARTING SALARY	APPLICATION DEADLINE DATE
<p><b>PART-TIME LIBRARY ASSISTANT:</b> The City of Appleton is accepting applications for a part time library assistant to work at the Appleton Public Library Reference and Information desks as needed. Approximately 6-10 hours per week including evening, daytime and weekend hours. A Bachelor of Arts or Science Degree or equivalent combination of education, training and experience is required along with excellent customer service and computer skills and the ability to work in a fast-paced environment. Fluency in Spanish and/or Hmong is a plus.</p>	<p>The starting wage is \$17.32 per hour; the position is non-benefitted</p>	<p>March 15</p>
<p><b>WATER PLANT OPERATIONS SUPERVISOR:</b> The City of Appleton is accepting applications for the position of Water Plant Operations Supervisor. This is a professional management position responsible for supervising all aspects of a lime softened, surface water with advanced ultra-filtration membrane treatment process to maintain plant operations within federal and state compliance. Work includes scheduling shifts, coordinating work assignments, creating special projects, interacting with staff to analyze data and coordinating process control investigations, working with maintenance staff to coordinate maintenance activities, and significant interaction with senior management to support facility and departmental goals. This position works under the general supervision of the Deputy Director of Utilities. Requires a Bachelor's Degree in science, engineering, water technology, or a related field, with considerable supervisory experience. A broad knowledge of Water operations, Wastewater Operations, Engineering, or Industrial Treatment, with the ability to obtain a valid state certification within one year. Regular attendance is required.</p>	<p>The hiring salary range for this position is \$59,634 to \$71,531, plus an excellent fringe benefit package</p>	<p>March 29</p>

## EQUAL OPPORTUNITY EMPLOYER

*Instructions for applying for posted positions are listed below.*

### Application Instructions:

- Fill out an application from the Human Resources Department - 6<sup>th</sup> floor (address below)
- Obtain our application on-line at [www.appleton.org](http://www.appleton.org),

City of Appleton  
 Human Resources Department  
 100 N. Appleton Street  
 Appleton, WI 54911  
 (920) 832-6458 (phone) (920) 832-5845 (fax)  
[humanresources@appleton.org](mailto:humanresources@appleton.org) (email address) [www.appleton.org](http://www.appleton.org) (on-line application)

### **Resumes without an application will not be considered.**

\*Please note: In the event that the Post Office is closed during normal business hours, on the application deadline date, applications must be postmarked no later than the Post Office's next day of operation to receive consideration.