

**CITY OF ENNIS**

**JOB OPPORTUNITY ANNOUNCEMENT**

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**104-07-23-2009**

**POSITION TITLE:** Administrative Assistant to the City Manager

**DEPARTMENT:** Administration

**SALARY RANGE:** \$55,807 - \$69,759/yr

**OPENING & CLOSING DATES:** July 23, 2009 until filled

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Responsible for assisting the City Manager with administrative duties; specifically, intergovernmental relations, data collection, analysis and assimilation, public relations, and personnel management. Also serves as purchasing officer, safety officer, and budget support.

Qualifications include: graduation from a college with a B.A. or B.S. degree in social science, business administration, or public administration, or equivalent work experience to provide knowledge, skills and abilities normally expected to succeed in high level administrative position. **MPA or equivalent degree preferred.**

Salary: \$55,807 - \$69,759/yr

Applicants must submit a resume, cover letter, and City of Ennis employment application (can be found at [www.ennis-texas.com](http://www.ennis-texas.com)) to the City of Ennis, ATTN: Human Resources Office, P.O. Box 220, Ennis, TX 75119 or email [DianeK@ennis-texas.com](mailto:DianeK@ennis-texas.com).

**\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*  
AND DRUG FREE WORKPLACE**