



## **CITY OF WEST MEMPHIS**

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 702-5114

TO: ALL QUALIFIED APPLICANTS  
FROM: HUMAN RESOURCES  
DATE: JULY 28, 2020  
RE: JOB OPENING – PUBLIC WORKS COORDINATOR

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### **PUBLIC WORKS COORDINATOR – PUBLIC WORKS**

This is a full-time position with benefits working under the direction of the MPO Director. The ideal candidate is responsible for the following task: Coordinates various tasks and projects with the Public Works Director, answers phones, distributes correspondence, respond to citizen's concerns, record and archive minutes for the Public Works committee meetings, creates agendas for the Public Works committee meetings.

#### **Minimum Qualifications**

- Possess a valid driver's license.
- High School Diploma or GED
- Accounts receivable experience, project coordinator and administrative assistance experience
- Experience with Microsoft applications: Word, PowerPoint, Excel

Pay Range: Pay range 22 - \$22.58/hr.

Applicants may contact the City of West Memphis Human Resources Office at 604 E. Cooper - West Memphis, AR 870-702-5114. The City of West Memphis is an Equal Opportunity Employer (EOE).

Applications may be submitted online at [www.westmemphisar.gov](http://www.westmemphisar.gov)