CITY OF RUPERT
PO Box 426, 624 F ST Rupert, ID 83350 ——— City Hall (208) 436-9600 Fax (208) 436-9920

JOB ANNOUNCEMENT

Administrative Assistant/Special Projects Coordinator
Full Time Position
(Internal & External Notice)
Salary will be DOE plus full benefits & PERSI Retirement

The principal function of a City of Rupert Administrative Assistant/Special Projects Coordinator is to provide clerical support to City Administration, as well as work with various departments and community groups to organize and execute special projects throughout the City.

Submit **resume** and **required City application form** to Rupert City Hall, 624 F Street, Po Box 426, Rupert, Idaho **on or before 6:00 PM, Wednesday January 22nd, 2020**. Job applications are available at City Hall or at Rupert-idaho.com. For more information, contact City Clerk, Bayley Maughan at 208-436-9600. EOE.