



114 East Main PO Box 579 Weston, OR 97886

Tel* (541) 566-3313 *Fax (541) 566-2792

jaspersons@qwestoffice.net

Mayor Jennifer Spurgeon; Councilors: Duane Thul, Tim Crampton, & Rick Stephens

“This institution is an equal opportunity provider and employer”

POSITION VACANCY

City Recorder-Full Time

The City of Weston is seeking a full time **City Recorder**. Duties include planning, organizing & performing all fiscal elements related to the city such as financial accounting systems, utility billing, payroll, personnel and maintenance of official city records. Acts as City Elections & Budget Officer. Supports the Mayor & council, as well as supervision to other city staff. Requires to ability to work with the public.

Hours: Full time

Salary: Depending on experience/qualifications

Applications for employment & complete job description(s) available at Weston City Hall (114 E Main Street, Weston, OR 97886) Mon-Thurs 7am-11am & 1:30pm-5:30pm.

Posted: May 22, 2018

Sheila Jasperson, Assistant City Recorder

City Hall/Post Office/Library
UB/Valley Herald/

www.cityofwestonoregon.com