



## How to Apply for a Job on the City's Website

Once you go to the [career site](#), you can follow these instructions to create an account and apply for a job on the City's website:

The page will take you to a listing of full & part-time positions and hourly & seasonal positions opportunities.

### Full & Part-Time Positions

- **ADMINISTRATIVE CLERK II** - ( Part-Time Regular )
- **BUYER** - ( Full-Time Regular )
- **EMPLOYEE RELATIONS REPRESENTATIVE** - ( Full-Time Regular )
- **EQUAL OPPORTUNITY & COMPLIANCE MANAGER** - ( Full-Time Regular )
- **FORESTRY FIELD WORKER II** - ( Full-Time Regular )
- **FORESTRY TECHNICIAN** - ( Full-Time Regular )
- **HRIS ANALYST** - ( Full-Time Regular )
- **HUMAN RESOURCES SPECIALIST** - ( Full-Time Regular )
- **OPERATIONS AND HORTICULTURE MANAGER** - ( Full-Time Regular )
- **PARKS & GROUNDS TECHNICIAN** - ( Full-Time Regular )
- **PERFORMANCE AND PROGRAM EVALUATION-SENIOR FINANCIAL ANALYST** - ( Full-Time Regular )
- **PLANNING TECHNICIAN** - ( Full-Time Regular )
- **POLICE OFFICER** - ( Full-Time Regular )
- **SALES TAX TECHNICIAN** - ( Full-Time Regular )
- **SENIOR PROCESS IMPROVEMENT SPECIALIST** - ( Full-Time Regular )
- **VOLUNTEER PROGRAM MANAGER** - ( Part-Time Regular )
- **WATER QUALITY SERVICES MANAGER** - ( Full-Time Regular )
- **WATER UTILITY MAINTENANCE OPERATOR** - ( Full-Time Regular )
- **WEB PROGRAMMER & ANALYST** - ( Full-Time Regular )

(19 Results)

### Job Alerts

Keyword or ReqID



#### Create Job Alert

##### Job Alert Help

To create a job alert, type a keyword in the field, then click Create Job Alert. Name your job alert and click Create. Be patient as the window may take a few seconds to close. You may click the "X" to close the window if you prefer. Click My Profile above to view and manage your job alert. Job Alerts will only be sent for new postings.

##### City Employees

**City Employees:** Please visit the Career Center in Fort Collins Career Connect to search and apply for current openings.

##### Volunteers, Interns, & Contractors

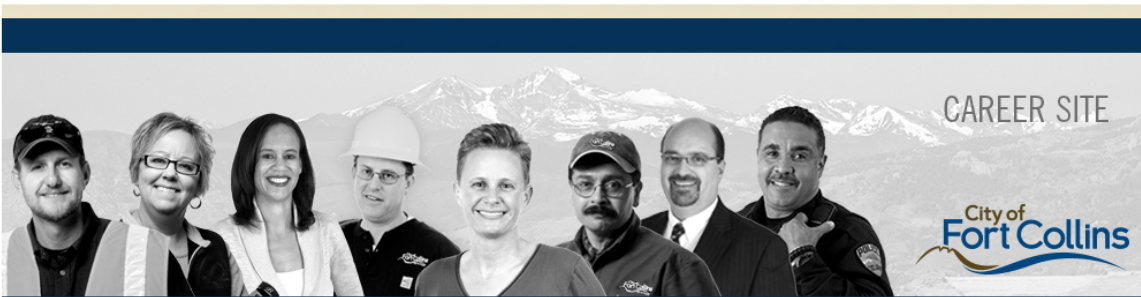
If you are currently a volunteer, intern or contractor with the City, please visit the HR Home page on CityNet for information on how to apply.

## Hourly & Seasonal Positions

- **ALTERNATE SNOW PLOW OPERATOR-SEASONAL** - ( Seasonal Hourly )
- **AQUATICS MANAGER** - ( Part-Time Hourly )
- **CIRCULATION AIDE** - ( Fluctuating Hourly )
- **EQUIPMENT OPERATOR/CEMETERY** - ( Seasonal Hourly )
- **EQUIPMENT OPERATOR/GOLF** - ( Seasonal Hourly )
- **EVENTS SET-UP STAFF** - ( Fluctuating Hourly )
- **FACILITY ATTENDANT** - ( Fluctuating Hourly )
- **FACILITY ATTENDANT** - ( Fluctuating Hourly )
- **FACILITY CUSTODIAN** - ( Fluctuating Hourly )
- **FITNESS INSTRUCTOR - Les Mills** - ( Fluctuating Hourly )
- **FITNESS INSTRUCTOR - SilverSneakers** - ( Fluctuating Hourly )
- **FORESTRY FIELD WORKER I** - ( Full-Time Hourly )
- **INTERN - WATER CONSERVATION** - ( Seasonal Hourly )
- **LIFEGUARD** - ( Part-Time Hourly )
- **NATURAL AREAS CREW LEADER** - ( Full-Time Hourly )
- **NATURAL AREAS-CREW MEMBER** - ( Full-Time Hourly )
- **SWIM INSTRUCTOR** - ( Fluctuating Hourly )
- **UTILITY WORKER/PARKS** - ( Seasonal Hourly )
- **UTILITY WORKER/TRAFFIC OPERATIONS** - ( Fluctuating Hourly )
- **UTILITY WORKER/WATER** - ( Part-Time Hourly )
- **UTILITY WORKER/WATER** - ( Seasonal Hourly )
- **VISITOR INFO ASST/MAINTENANCE WORKER** - ( Part-Time Hourly )

(22 Results)

Select one of the open positions, click “apply now”.



[Create a Profile](#) | [Log In](#)

[Apply Now](#)

[Terms of use](#)

Refer Job: [f](#) [in](#)

[Add to Saved Jobs](#)

[Back](#)

**POSITION TITLE:** ADMINISTRATIVE CLERK II (Part-Time Regular) (Classified)  
**REQUISITION #:** req1096  
**DEPARTMENT:** LIGHT & POWER  
**LOCATION:** UTILITIES SERVICE CTR - BLDG A  
**BENEFIT CATEGORY:** Classified (Non-CBU) [View Classifications & Benefits](#)  
**EMPLOYMENT TYPE:** Part-Time Regular  
**ANNUAL SALARY RANGE:** \$15,624.00 - 21,873.50 (Salaries are paid biweekly)  
**SELECTION PROCESS:** Application deadline is **3:00 p.m. MT on 3/15/2017**.

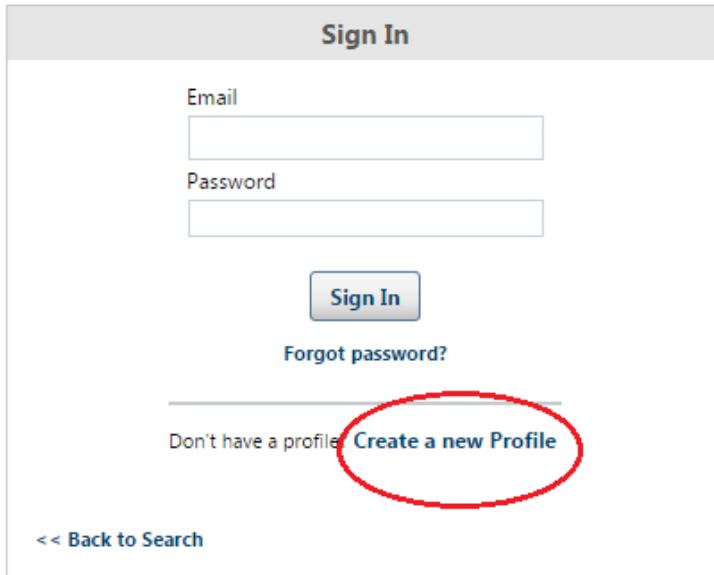
You will receive an email acknowledgment when you have successfully submitted an application. Your completed application will be forwarded to the hiring manager. You will be notified if you are selected for further testing or interviews. Please keep your contact information up-to-date. The status of your application will be updated in your applicant profile. **Post-offer background check, motor vehicle report, and drug test required.**

### SUMMARY

Provides administrative and clerical support for the department and its personnel by performing specialized functions requiring independent judgement and decision making.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

Click 'create a new profile' at the bottom.

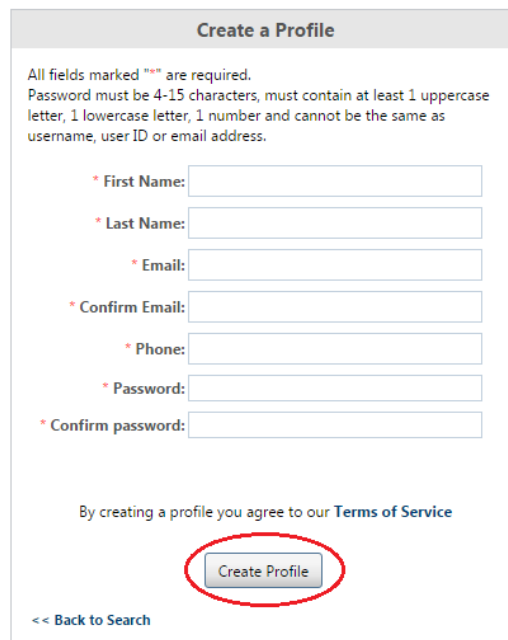


The image shows a 'Sign In' form with a grey header. Below the header are two input fields: 'Email' and 'Password'. A 'Sign In' button is centered below the fields. Below the button is a link for 'Forgot password?'. A horizontal line separates the sign-in section from the registration section. Below the line, the text 'Don't have a profile' is followed by a blue link 'Create a new Profile' which is circled in red. At the bottom left, there is a link '<< Back to Search'.

By signing in or creating a profile you agree to our [Terms of Service](#)

This will take you to the applicant profile page. After entering your information, click "create profile".

#### Applicant Profile



The image shows a 'Create a Profile' form with a grey header. Below the header is a disclaimer: 'All fields marked "\*" are required. Password must be 4-15 characters, must contain at least 1 uppercase letter, 1 lowercase letter, 1 number and cannot be the same as username, user ID or email address.' Below the disclaimer are seven input fields, each with a red asterisk: '\* First Name:', '\* Last Name:', '\* Email:', '\* Confirm Email:', '\* Phone:', '\* Password:', and '\* Confirm password:'. Below the fields is a link 'By creating a profile you agree to our [Terms of Service](#)'. At the bottom center, there is a 'Create Profile' button circled in red. At the bottom left, there is a link '<< Back to Search'.