

**AVONDALE WATER AND SANITATION DISTRICT**

**321 3<sup>rd</sup> Street, Avondale, Colorado 81022**

**Position Opening for Full-Time Office Director**

Position Title: Office Director

Position Status: Full-Time

Salary: \$29 to \$30 per hour (District to determine starting rate)

Benefits provided by Avondale Water and Sanitation District (“District”) include paid sick, vacation, personal, and funeral leave. The District will match 401(K) at 3% and offers \$250.00 per month for life and or health insurance.

FLSA Classification: Non-Exempt

Work Hours: Maintain office hours in District office, attend Board meetings and as needed for duties outlined in Job Description.

Application Deadline: February 18, 2025, 3 P.M. Mountain Standard Time.

Job description available in District office. Submit resume and letter of interest by application deadline to the District office located at the address provided above.

Notice: the District is expected to fill the Office Director position with Sharon Vialpando, the individual currently holding this position.

**Position Summary**

The Office Director, under the policy direction of the District Board of Directors, performs and oversees the daily administrative operations necessary for the District to provide services to its customers. The Office Director must be bondable with the ability to pass a drug screen and have and maintain:

1. Must have current Colorado Drivers’ License.

Avondale Water and Sanitation District is an Equal Opportunity Employer.

Posted on February 5, 2025.