



**Communications and Administrative Support
City of Town and Country, MO**

The City is seeking a professional individual to join our team to coordinate the City newsletter, on-line web site content, and provide a variety of administrative support duties including procurement of office supplies and coordination of office equipment maintenance. The ideal candidate will have experience writing and editing correspondence, reports, and articles for print and on-line. He/she will also be well-organized, flexible, and able to meet deadlines efficiently while also possessing enthusiasm for community events and engagement. Computer literacy is essential. The position requires an intermediate level of expertise using Microsoft Word and Excel. The position works under the supervision of the City Administrator.

A degree in journalism, communications, information technology or experience/education in lieu of education required.

Must possess a valid driver's license; undergo a background check and drug screening. This is a full-time position with a starting salary of \$50,000 plus a comprehensive benefit package including pension, health, dental and life coverage. Qualified candidates should submit a cover letter, detailed resume, and recent salary history to: Communications and Administrative Support, Attention City Administrator Bob Shelton, 1011 Municipal Center Drive, Town and Country, MO 63131, with copy to sheltonb@town-and-country.org. Position is open until filled EOE.