

The VILLAGE OF ELMWOOD is implementing a succession plan for current Village positions. Succession planning increases the availability of experienced and capable employees that are prepared to assume the roles of primary employees when they become available.

Applications are being accepted for the following positions:

1) Part time Deputy Clerk:

This position will assist the Village Clerk/Treasurer. This includes performing clerical duties, administrative duties, working with other agencies in conducting Village business, attending appropriate training sessions, assisting the public, and other duties as assigned. This position will provide backup support for the Village Clerk/Treasurer. The goal of this position is to learn all of the duties of the Village Clerk/Treasurer and upon exit of the current Village Clerk/Treasurer the person filling the Deputy Clerk position may apply and will be considered for that position.

This position is part time at 15-20 hours per week with potential for more. Most hours will be during the day with some occurring during the evenings if required to attend meetings. The rate of pay will be commensurate with experience.

2) Part time Maintenance Assistant:

This position will support the Maintenance Supervisor. This includes but is not limited to: landscaping duties such as mowing, trimming, and tree trimming, reading water meters, maintenance and janitorial care of Village Buildings, and other duties as assigned. This position will learn the water/sewer system to provide backup support to the Maintenance Supervisor. The goal of this position is to learn all of the duties of the Village Maintenance Supervisor position. Begin water/sewer certification licensing process required to operate Elmwood's water/sewer system.

This position is part time at 20 hours per week with potential for more. The rate of pay will be commensurate with experience. Upon exit of the current Maintenance Supervisor the person filling the Maintenance Assistant position may apply and will be considered for that position.

To obtain an application, contact the Village Office at 402-994-6705, via email at [villageofelmwood@msn.com](mailto:villageofelmwood@msn.com), or stop by the Village Office at 113 West E Street, or visit our website @ [elmwoodnebraska.com](http://elmwoodnebraska.com).