

NOW HIRING: UTILITY BILLING & PERMITTING TECHNICIAN

The City of St. Anthony is seeking a Full-time Utility Billing & Permitting Technician. This position is a moderately complex technical position requiring basic accounting knowledge. Knowledge of municipal licensing and permitting practices desired but not required.



About the Position

This position is responsible for the city's utility billing including processing of new accounts, pro-rating bills, importing meter readings, processing changes of ownership, preparing bills and processing adjustments.

This position is also responsible for issuing residential-commercial building, plumbing, heating, electrical, sign and zoning permits. Performs customer service and other administrative duties and is the first point of contact for residents via phone and in-person.

Work is performed in accordance with established procedures, and judgment is required in analyzing transactions and communicating with the public. While establishing and maintaining a favorable image with the residents of City of St. Anthony is essential.

About the Candidate

The successful candidate should possess knowledge of general accounting and finance practices and have the ability to handle multiple deadlines and use various software systems.

Must be able to communicate verbally and in writing with city staff, city officials, other governmental authorities and the general public in a courteous and effective manner.

Qualifications

- High School diploma or equivalent.
- Proficient in computer/word processing.
- Ability to work independently with minimal supervision.

Preferred but not required

- Experience in utility billing and municipal permitting



Compensation

The starting salary range is \$24.50 – \$31.00 per hour, depending upon the experience and qualifications of the successful candidate. In addition, the City offers a comprehensive benefits package for full-time employees.

Process Logistics & Timeline

Closing Date:

Sunday, February 5, 2023

Interviews:

Week of February 13-17

Anticipated Start:

February/March 2023

Interview Location:

**City of Anthony Village City Hall
3301 Silver Lake Road
St. Anthony, MN 55418**

How to Apply

Applications can be found by visiting:
www.savmn.com/jobs

About the City of St. Anthony Village

The city is considered a "first-ring" suburb of Minneapolis and is unique in that two-thirds of the city is located in Hennepin and one-third is located in Ramsey Counties. The dividing line is 37th Avenue.

St. Anthony is five miles northeast of downtown Minneapolis and eight miles northwest of downtown St. Paul. The St. Paul and Minneapolis campuses of the University of Minnesota are a 10 -15 minute drive from St. Anthony. The City is easily accessible via I-35W, County Road D, Highway 88, Highway 280, I-94, Silver Lake Road and I-694 and Highway 10 via Silver Lake Road.

Our community's uniqueness can be attributed to beautiful Silver Lake, Silver Lake Village, parks, bike trails, a highly distinguished K-12 independent school district and its convenient proximity to both Minneapolis and St. Paul.

The city is 2.35 square miles with 24.5 miles of city streets. Communities that border St. Anthony include Northeast Minneapolis to the south, Roseville to the east, Columbia Heights to the northwest and New Brighton to the northeast.

There is a lot to know about the classy, first-ring suburb of St. Anthony, also affectionately called "The Village" by locals. The Village is rich with history and fascinating stories.

The City of St. Anthony Village is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas, or disability in employment or the provision of services.

Our mission is to be a progressive and welcoming Village that is walkable, sustainable and safe.