



CITY OF LA PINE – JOB ANNOUNCEMENT

Utility Billing Clerk

Title: Utility Billing Clerk

Pay: \$20.13 – \$28.03 per hour, plus Benefits

Status: Full-time; 40 hours per weeks

Opens: September 5, 2024

Closes: September 23, 2024

Background

The City of La Pine is Oregon’s newest city, incorporated in late-2006. The City is located in Deschutes County, Oregon, south of Bend and Sunriver. La Pine is a rural community nestled along the Little Deschutes River, surrounded by the Deschutes National Forest, Newberry National Volcanic Monument, and countless cascade lakes. The La Pine area abounds with recreational opportunities including world class hunting and fishing, in addition to nearby camping, golf, hiking, and mountaineering in the shadow of the Cascades. The community was recently named one of “14 Great Ski Towns You’ve Never Heard Of” by realtor.com, with close access to both Mt. Bachelor and Willamette Pass ski resorts. With a population of approximately 2,838 inside the City and over 20,000 residents nearby, La Pine has significant residential, commercial, and industrial growth activity, and was the seventh fastest growing Oregon municipality (52.0% population increase) between 2010 and 2020. The City provides sewer, water, public works, finance, planning, economic development, code enforcement, and urban renewal services.

Position Description and Qualifications (general)

This position is responsible for providing administrative, fiscal, and program support to the City; and delivers exemplary customer service to members of the public. Essential functions include, but are not limited to, first line customer service, mail sorting and distribution, maintenance of records, and utility billing functions.

As the city anticipates sustained and consistent growth, this position offers substantial personal and professional growth opportunities. Starting pay grade A or B, plus benefits. For a complete job description and application process please visit our website: <https://www.lapineoregon.gov/administration/page/utility-billing-clerk-announcement>

To Apply

To apply, an applicant must complete and submit the City’s employment application along with the applicant’s resume to the City no later than 4:00 p.m. on September 23, 2024, to be considered. The City will accept applications and resumes until the position is filled. The City’s application for employment and veteran’s preference form is available online at <https://www.lapineoregon.gov/administration/page/utility-billing-clerk-announcement>

Application and resume must be submitted in one of the following ways:

E-mail: aivans@lapineoregon.gov

Mail: PO Box 2460, La Pine, Oregon 97739

Please contact the Finance Director by email at aivans@lapineoregon.gov if you have any questions regarding the position or application process.

Equal Opportunity Employer

The City of La Pine is an Equal Opportunity Employer. The City considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, sexual orientation, and/or any other legally protected status. The City is a drug-free workplace. Individuals who require accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made.