



**HIGHLANDS RANCH
Metro District**

**Position Announcement
Business Support I**

Highlands Ranch Metro District is currently accepting applications for a Business Support I position to work in the Parks, Recreation and Open Space Service Center. Successful applicants must have a strong desire to work as a team player and possess a positive attitude.

This is a part-time position working 32 hours per week, Monday through Friday.

Responsibilities include: general administrative duties, processing purchase requisitions, tracking operations and water budgets, managing the uniform program, maintaining the lost and found, mass mailings, filing and phone coverage backup, assisting with Recreation program information and registrations and other tasks as assigned.

Applicants must have a high school diploma or GED equivalent. Must be proficient in Microsoft Excel and also have working knowledge of Microsoft Word and the ability to accurately file documents and records. Knowledge of Adobe Photoshop and prior customer service experience is a plus. A valid Colorado driver's license and an acceptable Motor Vehicle Record are required.

To apply for this position, please click [HERE](#)

Applications will be accepted until position has been filled.

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