



**HIGHLANDS RANCH
Metro District**

**Position Announcement
Operations Assistant**

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 full-time position working 40 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 have prior customer service experience and be proficient in the following software programs: Microsoft Power Point, Microsoft Word, Adobe Photoshop, Adobe Acrobat Pro, Publisher and Microsoft Excel including use of formulas along with the ability to accurately file documents and records.

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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