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Opening Date: **7/15/2022** Closing Date: **7/25/2022**

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**T-357-13**

**Job Title:** Utility Office Manager

**Worksite Location:** Dover, Ohio 44653

**Number of Job Openings:** 1

**How to Apply:** \*\*APPLY DIRECT with RESUME & APPLICATION\*\* to the employer by email ([eva.newsone@doverohio.com](mailto:eva.newsone@doverohio.com)).

Applications are available at the Mayor's Office  
110 East Third Street, Dover, Ohio 44622 or by request from the above email.

*Please mention OhioMeansJobs Stark or Tuscarawas when applying to this employer.*

**General Requirements:**

- General knowledge of utility servicing principles and practices.
- Thorough knowledge of utility rate structures.
- Solid business background of business operations and cashier functions.
- Ability to meet deadlines and meet strict budget constraints.
- General knowledge of municipal utilities and billing
- Thorough knowledge of various computer operating systems and programs
- Ability to plan and supervise the work of others
- Understanding of current business trends and technology of municipal utilities
- Good understanding of meter-reading practices
- Good public relations skills related to dealing with customer needs and questions
- Knowledge of collection and management of delinquent accounts
- Must be able to maintain a good professional working relationship with all Administration and Utility Superintendents.
- Must be bondable

**Details:** Starting wage: \$31.00 to \$34.50 per hour, based on education, experience, skills and abilities.  
Workdays: Monday through Friday, Day shift.

**Qualifications:** Must have a HS diploma/equivalent w/ a minimum of 5 years of experience in billing and office management required. Must possess a valid Ohio driver's license. Must be able to do medium lifting up to 50 lbs.

**Available Benefits:** Medical and Dental Insurance, Vacation, Paid Holidays, Sick Leave & Retirement other than 401K

**Pre-employment Testing:** Criminal Background Check, Drug Testing, Reference Check, Polygraph Test

The City of Dover is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, handicap, or any other status protected by law.  
All qualified applicants are given equal employment opportunity.