

PART-TIME (HOURLY) CLERK – RECREATION COMMISSION

The City of Willoughby Hills is currently hiring a Clerk for Recreation Commission. This is a PT Hourly position, working 5 to 10 hours per week. Clerk also serves as backup Clerk for PC-ABR and BZA Clerk. Must be able to set up meeting, prepare agenda, post, record and take minutes for monthly Recreation Commission meetings. Starting pay is \$12.13 per hour. Send resume to: dawnsnyder@willoughbyhills-oh.gov or submit to 35405 Chardon Road, Willoughby Hills, OH 44094. Visit www.willoughbyhills-oh.gov for a complete job description.
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