

CITY OF BOWIE
Part-Time Contracts/Permit Specialist
Public Works Department

The City of Bowie's Public Works Department is seeking an individual to facilitate several key administrative programs and processes including: permitting; bond releases; stormwater management inspections; CIP/Division project bidding; and contracts management. The ideal candidate will have considerable knowledge of public works procedures, as well as municipal government organization and operation. Must be able to work without supervision and be adept at research, fact finding and the evaluation and organization of data.

Minimum Qualifications:

- Knowledge of Public Works procedures, as well as municipal organization and operation
- Skill in contractual management
- Ability to generate electronic data without assistance

Preferred Qualifications:

- Bachelor's degree in Public Administration or a related field

Certain combinations of experience and training may be accepted in lieu of the above listed qualifications

**Military Veterans strongly encouraged to apply.*

**COVID-19 vaccination required in order to qualify for this position*

SALARY: \$29.97

**Telework opportunity available.*

HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: WWW.CITYOFBOWIE.ORG AND CLICK ON THE EMPLOYMENT LINK.

APPLICATION DEADLINE: OPEN UNTIL FILLED

All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

The City of Bowie is a drug and alcohol-testing employer. EOE