



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

NAME OF POSITION: Senior Planning Specialist

FLSA: Full Time (30 hours weekly), Non-Exempt

DESCRIPTION: Under general supervision, provides direct services to the CDBG Program including completing Environmental Review Reports; monitoring compliance with Davis-Bacon and Fair Labor Standards Act; and maintaining CDBG project files. Provides accounting work and general support for SEAGO finance office; reconciles financial transactions; administers purchasing functions; manages organizational records; and performs various other office duties. Requires proficiency in Microsoft Word, Excel, and Outlook. Occasional travel within SEAGO's four-county region of Cochise, Graham, Greenlee, and Santa Cruz is required. See www.seago.org for full job description.

EDUCATION/EXPERIENCE: Bachelor Degree, or an Associates Degree with two years administrative experience; or High School diploma with five years administrative experience; or any combination of education, training, and experience which provides the required knowledge, skills and abilities stated in the job description.

Position is open until filled with first review of applications July 26th.

Starting Pay Range: \$13.80 – \$16.55 per hour DOE, plus retirement, health benefits, and travel pay.

Contact Randy Heiss, Executive Director, at (520) 432-5301 X 202, with any questions.

To apply, e-mail or send a resume and three **professional** references to:

SEAGO
ATTN: Randy Heiss
1403 W. Highway 92
Bisbee, AZ 85603
rheiss@seago.org

SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.

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