

**CITY OF STEUBENVILLE
PLANNING & ZONING COMMISSION**

Applications are being accepted for a full-time Secretary/Financial Coordinator position with the Steubenville Planning & Zoning Commission. Applicants must have high school diploma and a valid driver's license. Must have experience relevant to the position. Position receives applications, maintains all files and records, plans and organizes meetings, receives funds and makes deposits, processes purchase orders and invoices, and completes other tasks. All applicants must submit, by deadline date, a City Application and Resume. Applications and information available at Steubenville Civil Service Commission, 115 S. 3rd St., Steubenville, OH or on the City's website: www.cityofsteubenville.us. **Applications must be received by the Commission by no later than 4:00 p.m. on March 20, 2017.**