

## OFFICE OF CITY MANAGER DEPARTMENT

### Mission

Insure that the City government provides services and infrastructure that meets a public purpose and provides a high quality of life for all citizens.

### Core Services

- Support and implement the policies set by City Council and set direction for City staff.
- Insure current services provided by Departments are being done in an effective manner
- Function as a conduit for external participants (i.e. citizens, developers)

### Volunteer Opportunities

- **Receptionist: Office**
  - Duties: Answer all incoming calls, check voice mail, and answer customer questions; Ensure lobby area is clean.
  - Qualifications: Experience answering the phone; Good customer service.