



**JOB OPENING**

<b>JOB TITLE:</b>	<b>Department Aide – Sales (Full Time)</b>
<b>POSTING DATE:</b>	February 20, 2026
<b>CLOSING DATE:</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION:</b>	Special Services/HAWK
<b>EMPLOYMENT STATUS:</b>	Full - Time
<b>START DATE &amp; WORK SCHEDULE:</b>	<b>ASAP</b> This position is full-time 40 hours per week. <b>Tuesday – Saturday 10:00 a.m. – 6:00 p.m., some overtime may be required.</b>
<b>PAY RATE:</b>	\$46,616 - \$53,256
<b>PREVIOUS WORK EXPERIENCE:</b>	3+ years of experience in sales. Experience working EFT transactions preferred. RecTrac or other booking software preferred.
<b>EDUCATION:</b>	High school graduate or equivalent. Bachelor's degree in marketing, business, hospitality management or related degree is preferred.
<b>SPECIAL SKILLS &amp; TRAINING:</b>	Typing (45 wpm minimum), filing, knowledge of general office equipment. Excellent communication and public relations skills for extensive contact with the public and other employees. Must be proficient in all aspects of Microsoft Office, particularly Word, and Excel. ServSafe Food Manager Certification & TIPS Certification required; must receive within 90 days of hire.
<b>BASIC RESPONSIBILITIES:</b>	Responsible for sales within the Department of Special Services, including: Hawk Passes, theatre tickets, program registrations, concession and bar operations, facility rentals and special events. Complete monthly financial reports, track program participation and develop reports. Develop promotional campaigns and materials. Coordinate corporate and public partnerships. Manage, interview, train and schedule team members. Lead regular walkthroughs and safety training to maintain compliance with local and state codes in the area of food sales. Assist with program registrations and registration software
<b>HOW TO APPLY:</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and apply online for consideration.

**The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.