

**City of Austin
Human Resources Department
507-437-9942**



**500 Fourth Avenue N.E.
Austin, Minnesota 55912-3773
Phone: 507-437-9940
www.ci.austin.mn.us**

July 27, 2020

Dear Applicant,

The City of Austin currently has an opening for a school crossing guard and the potential need to create a list for substitute guards. This position performs routine outdoor public safety work to ensure the safe passage of school-aged children across streets & intersections.

Essential duties include; Maintain a presence at an assigned outdoor intersection each day that school is in session at the times assigned, which is typically during the one hour prior to the start of the school day and one hour at the end of the school day. The starting times may vary with late starts and early release based on the school schedule as determined by Austin Public Schools.

Included in this application packet is an Application for Employment, a job description, an equal employment opportunity information form and an authorization and release form for a background check, which is required as part of the position.

After you have completed the information, please return at your earliest convenience. We will begin filling the position as successful candidates are identified. Positions will remain open until filled.

If you have any questions, please feel free to call me at (507) 437-9942.

Sincerely,

Tricia Wiechmann
Human Resources Director

Attachments