



**City of Salisbury
Office of Business Development
Office Associate II**

Part Time (15 hours)

\$11.55 hourly

Essential Functions: Responding to in-person, online, and telephone inquiries in the Downtown Salisbury Visitor Center, Office of Business Development, and Salisbury Arts & Entertainment District Office. Tracks visitorship to the Downtown Salisbury Visitor Center; Opens daily mail and distributes accordingly; Sends faxes, makes copies; Monitors budget accounts and office supplies accounts; Orders supplies as needed; Manages sales of City-related merchandise and reconciles with the City's financial system; Performs other duties as assigned.

Required Knowledge, Skills, and Abilities: Customer service oriented; Friendly disposition and enjoys working with the public; Working knowledge of the community and Downtown area; Working knowledge of City policies and procedures; Act as a representative of the City of Salisbury to the public; Effectively and efficiently prepare, organize and track department records; Maintain confidentiality; Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software; Effectively prioritize and multitask with attention to detail; Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Requirements: High School diploma or G.E.D.; One year related experience.
Or equivalent training, education, and/or experience. Weekend and evening hours required.

Closing Date: Open until filled

APPLY: Submit City application and a detailed resume to:

City Human Resources Dept.
125 N. Division St.
Salisbury, MD 21801
410-548-1065 Fax: 410-548-3748
Web site: www.salisbury.md
E-mail: jobs@salisbury.md

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