



**City of Salisbury
Mayor's Office
Administrative Office Associate**

Salary: \$28,009 – \$30,318 Full Range of Benefits 35 hours per week

Essential Duties: Mayor's Office administrative support staff must be able to: Act as primary receiver of guests, appointments and visitors to Mayor's Office. Must be dedicated to customer service with a goal of exceptionalism and professionalism. Must perform receptionist duties with efficiency and accuracy (i.e.: answering phones, directing messages to proper contact, recording accurate messages). Work with constituency and citizenry, handling public inquiries, citizen concerns while providing a stellar level of customer service and pride for the City of Salisbury. Draft appropriate correspondence as directed. Open, sort, and distribute department correspondence. Act as Mayor's Office representative as directed for committees, commissions, meetings, etc. Maintain descriptive and accurate notes. Schedule meetings as requested, prepare meeting minutes as necessary. Prepare reports for distribution and public consumption as requested. Act as scheduler and calendar maintenance point person for multiple staff members within the Mayor's Office. Perform other typical administrative office duties as assigned. Participate in a variety of special project work as assigned. Some projects may require additional/nontraditional hours to accomplish goals.

Requirements: AA Degree in Office Technology/Administration preferred with at least two years experience in a fast paced, high intensity office; or equivalent training, education and experience. Knowledge of Microsoft Office Suite with proven advanced Excel experience or similar accounting software skills. Candidate must be highly organized, professional, centered in customer service and be able to prioritize and multitask with attention to detail.

Closing Date: Friday, August 25, 2017 at 4:30 pm

APPLY: Submit City application cover letter, and a detailed resume to:

City HR 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

EOE