



**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 and visitors to Mayor's Office; Receive public inquiries and concerns from citizens, while providing a stellar dedication to customer service; Must perform receptionist duties with efficiency and accuracy (i.e.: answering phones, directing messages to proper contact, recording accurate messages); Draft appropriate correspondence as directed; Provide high level assistance with the Executive communications rhythm; to include social media posting, media event coordination and execution; Manage Public Information Inquiries and business card ordering; Act as Mayor's Office representative as directed for committees, meetings, etc; Maintain descriptive, accurate notes and meeting minutes; 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; Participate in a variety of special project work as assigned; Perform other typical administrative office duties. 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. Candidate must be highly organized, professional, centered in customer service and be able to prioritize and multitask with attention to detail.

**Closing Date:** Friday, February 9, 2018 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](http://www.salisbury.md)  
E-mail: [jobs@salisbury.md](mailto:jobs@salisbury.md)

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