



**City of Salisbury**  
Department of Water Works  
**Water Works Program Specialist**

Full-time (40 hours)

\$38,278.00 annually

Full range of benefits

**Essential Functions:** Provides high level administrative and financial accounting support to the Water Works Director; ensures the smooth operation of the division's administrative clerical staff. Provides effective customer service in all areas of work interactions. Manages numerous projects including expenditures, time lines, and vendors. Position requires an individual able to assist Safety Manager in designing safety protocols and introducing those to staff; provides updates to department web page. Maintains the Career Ladder process for the Department of Water Works. Works with contractor/vendor in design and completion of site beautification projects and serves as a department liaison.

**Requirements:** H.S. Diploma or GED. Associate's Degree in business preferred, with three – five years of experience or equivalent training, education and experience. Knowledge of standard office practices, techniques, and equipment. Must have the ability to prioritize and multitask with attention to detail. Candidate should have a proven experience with Microsoft Office Suite, to include Word, Excel, and Outlook. Must have experience in accounting software, MUNIS experience preferred.

**Closing Date:** Open Until Filled

**Apply:** Send City application and detailed resume to:

City of Salisbury Human Resources Dept.  
125 N. Division Street  
Salisbury, Maryland 21801  
410-548-1065 FAX: 410-548-3748  
Web Site: [www.salisbury.md](http://www.salisbury.md)  
Email: [jobs@salisbury.md](mailto:jobs@salisbury.md)

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