



**City of Salisbury  
Field Operations Department  
Office Manager**

Full Time \$32,670 – \$35,363 Full Range of Benefits

**Essential Functions:** Perform comprehensive administrative and executive support duties in the day to day operations of the Field Operations Office to include projects; Maintain records of all staff; verify and submission of payroll time records, etc.; prepare and maintain Employee Action Forms; prepare detailed letters and reports from brief notes or instructions; create and maintain forms used by the department; assist with annual budget preparation; prepare periodic reports; keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems:

**Required Knowledge, Skills, and Abilities:** Associate's Degree with 3 years' experience preferred with emphasis on office practice or Office Administration Certificate with 5 years' experience or a combination of skills and education. Must have extensive knowledge of standard office practices; thorough knowledge of business English. Candidate must possess a high degree of proven efficiency and organizational skills. Must be proficient in the use of Microsoft Office Suite, the internet, email, and other relevant software or accounting packages. Substantial experience in support work; and experience in a high-volume and time sensitive work environment. Ability to maintain confidential information.

**Closing Date:** Open Until Filled

**APPLY online include cover letter and detailed resume at [www.salisbury.md/apply](http://www.salisbury.md/apply)**

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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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