



DEPARTMENT: Mayor's Office

POSITION: Executive Administrative Assistant I/II

TYPE: Team Member

SALARY: \$33,990 - \$37,528

BENEFITS: Included

CLOSING DATE: First Consideration May 21, 2021



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: The Mayor, as the head of the executive branch, speaks on behalf of the City government and represents the Salisbury community on State- and Nation-wide forums. The Mayor's Office serves as a liaison between the Salisbury community and City administration, as well as provides administrative support to the Mayor, City Administrator, and Deputy City Administrator. Mayor's Office staff oversee the planning process for events located on City property, the appointment process for all City boards and commissions, as well as internal/external communications.

Profile: Under the general supervision of the Executive Administrative Office Manager, provides high-level administrative support to the Mayor and City Administration to ensure the smooth operation of the Mayor's Office. Develops collateral, administers projects, and facilitates interdepartmental committees and meetings. Executive Office duties include: drafting official correspondence, answering and directing phone calls, managing calendars and scheduling appointments, processing invoices, and managing all aspects of the City's boards and commissions. Performs other duties as assigned.

Preferred Education: Associate's degree required, Bachelor's degree preferred, or equivalent training, education. and/or experience

Preferred Experience: Five to seven years of experience in a high-level office. Office management experience preferred.

Requirements/Certifications: Valid Driver's License

How to Apply: Submit City application, cover letter, and resume to the following address or apply online at www.salisbury.md/apply

City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801
jobs@salisbury.md; 410-548-1065; fax: 410-548-3748