



DEPARTMENT: Salisbury Zoo

POSITION: Administrative Assistant

TYPE: Full Time

SALARY: Administrative Assistant I, \$32,745, Administrative Assistant II, \$35,444

BENEFITS: Full Benefits

CLOSING DATE: Continuous



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 Salisbury Zoological Park is committed to enhancing our quality of life by providing a friendly, relaxing environment where educational and recreational opportunities come together through participation and interaction. With its animals, staff, volunteers, and park-like setting, the Zoo encourages appreciation of wildlife and inspires conservation of our natural world.

Profile: Provides administrative and financial support to Salisbury Zoological Park and the Salisbury Zoo Commission; oversee processing of cash receipts and revenue; manage accounts payable and accounts receivable; create bank deposits and reconcile bank statements; prepare budget reports and participate in budget analysis; coordinate purchasing procedures for both the city and Zoo Commission; collaborate in the compilation, verification, and submission of payroll data; greet visitors, answer and direct phone calls. Some weekend or evening work required for special events.

Preferred Education: Associates degree.

Preferred Experience: Administrative Assistant I: One to two years of relevant experience; or equivalent training, education, and/or experience.
Administrative Assistant II: Three to five years of relevant experience; or equivalent training, education, and/or experience.

Requirements/Certifications: Valid driver's license, knowledge of Microsoft Office Suite, QuickBooks, PC-Poll, the Internet, e-mailing systems, and other relevant software or accounting packages.

How to Apply: Submit City application, cover letter, driving record 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;
Phone 410-548-1065; Fax: 410-548-3748**