



**DEPARTMENT:** Field Operations

**POSITION:** Administrative Assistant I, II

**TYPE:** Full Time

**SALARY:** \$32,745- \$35,444 DOQ

**BENEFITS:** Full Benefits

**CLOSING DATE:** First Consideration 11/8/21



**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 Department of Field Operations is comprised of thirteen critical divisions: Streets, Parks, Parking, Traffic, Utilities, Safety/Risk Management, the Salisbury Zoo, Sanitation, Fleet Maintenance, Carpentry, Materials Management, Marina, and Poplar Hill Mansion, with a budget of approximately \$10 million. The Department of Field Operations, similarly known as Public Works in many jurisdictions, is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

**Profile:**

Provides support to the department and fellow co-workers to ensure the smooth operation of the department. You will be responsible for greeting visitors entering our office, answering phones and assist residents with their needs, reviewing and processing invoices, entering purchase requisition, ordering office supplies, office filing, review and order needed office supplies. Assist with event scheduling, Payroll and other duties as assigned.

**Preferred Education:** High School diploma or GED required.

**Preferred Experience:** Administrative Assistant I: Associates degree, one year related experience in secretarial work or equivalent training, education and/or experience. Must have experience with Microsoft Office Suite.

Administrative Assistant II: Associates degree. Three to five years of relevant experience; or equivalent training.

**Requirements/Certifications:** Valid Driver's License

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

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