



DEPARTMENT: Water Works

POSITION: WWTP Administrative Assistant I/II

TYPE: Full Time- 35 hours per week

SALARY: \$32,745 - \$34,749

BENEFITS: Full Benefits

CLOSING DATE: Until Filled



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 Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total staff of **75 professionals**. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile: The Administrative Assistant provides a high level of support to the department. It requires the ability to work well with others and be detailed oriented. This position will offer administrative support to facilitate daily operations of the WWTP, to include payroll entry, requisition tracking, invoice coding, purchase order entry using MUNIS software.

Preferred Education: Associate's degree in Office Technology or equivalent education and training.

Preferred Experience: One to two years of related experience in administrative work.

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

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.