JOBS IN SBY

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

City of Salisbury
Classification Description

Classification Title: Administrative Assistant   Pay Grade: 5
DEPT: FLSA Status: NE
Date: 06/30/2021

General Statement of Job

Under the general supervision of the assigned supervisor, provides high-level administrative support to the assigned departments to ensure the smooth operation of the department. Performs other duties as assigned

Specific Duties and Responsibilities

Essential Functions:

1. Provides high level administrative support to facilitate the day-to-day operations of the office and department finances which may include budgeting, payroll and purchasing.
2. Maintains office services, which may include the following activities:
    - Organize office operations and procedures.
    - Prepare time sheets.
    - Open and distribute mail to appropriate individuals
    - Review and approve supply requisitions.
    - Serve as a liaison with other agencies, organizations, and groups.
    - Update organizational memberships.
    - Maintain office equipment.
3. Maintain office records, which may include the following activities:
    - Design filing systems.
    - Ensure filing systems are maintained and up to date.
    - Define procedures for record retention.
    - Ensure protection and security of files and records.
    - Ensure effective transfer of files and records.
    - Transfer and dispose of records according to retention schedules and policies. And
    - Ensure personnel files are up to date and secure.
4. Maintain office efficiency and effectiveness, which may include the following activities:
5. Plan and implement office systems, layout and equipment procurement.
    - Maintain and replenish inventory.
    - Check stock to determine inventory levels.

- Anticipate needed supplies.
- Verify receipt of supply.
6. Performs other assigned duties.

Required Education and Experience

1. Associate's degree in Office Technology.
2. One to two years of experience as an office manager or executive secretary.
3. Or equivalent training, education, and/or experience.
4. Valid Driver's License.

Required Knowledge, Skills and Abilities

1. Working knowledge of City policies and procedures.
2. Act as a representative of the City of Salisbury to the public.
3. Knowledge of department practices and procedures.
4. Maintain the highest levels of confidentiality.
5. Effectively and efficiently create, organize, track, and maintain department records.
6. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages.
7. Effectively prioritize and multitask with attention to detail. and
8. Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Certificates, Licenses, Registrations, Skills:

N/A

Physical Requirements:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities

to perform the essential functions of this job.

Career Ladder Level Administrative Assistant II - Starting Window Grade 5, step 5-step 8

Maximum Career Ladder increase alone is 3 steps, can leap over a title and prove proficiency within six months for all areas required. Maximum steps are 6 steps See chart

Must be able to develop and maintain spreadsheets for all areas such as budget preparation and analysis. This would include embedded calculations.

Must be able to prepare correspondence with little or no assistance in the proper format on letterhead. This will include memorandums, letters, and reports.

Must be proficient with all Microsoft Office Suite programs to include Word, Excel, and Outlook.

Must be able to use Google Chrome to establish sign up lists for events.

Must be able to review current calendar and create and invite individuals to meetings. Must be able to book appropriate rooms for meetings both individual and repetitive meetings.

Must have a minimum proficiency with looking up information in the MUNIS System regarding budget accounts. Must be able to determine if accounts are nearing underfunding and create appropriate transfers.

Career Ladder Level Administrative Assistant III – Starting Window Grade 5, Step 9 - Step 12

Must be able to develop policies and procedures for office and other subjects as directed.

Must be able to maintain various committee memberships, along with notes and be able to develop agendas.

Must be able develop projects as ideas are introduced and assist the Director with the ability to take over the project as administrative project point person until such time as the project is moved to another more appropriate area.

Must be able to perform research into a variety of subject matter which would require developing a questionnaire or survey process and carry the project through and deliver results with highlighted analysis.

Must have the ability to engender respect and accountability with a larger group of individuals beyond internal staff.