



DEPARTMENT OF

HOUSING AND COMMUNITY DEVELOPMENT

Administrative Assistant

Salary: \$37,674
Type: Full Time
Benefits: Full Benefits
Closing Date: Until Filled

About HCDD

The Housing and Community Development Department is made up of three different departments: Code Enforcement, Neighborhood Relations, and Housing First. These functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

Profile

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.

Preferred Education

High School Diploma.
Associate's degree in Office Technology.

Preferred Experience

One or two years of experience as an office manager or executive secretary or equivalent training and education.

Requirements/Certifications

High School Diploma or G.E.D.
Valid Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

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.

City of Salisbury, MD
Classification Description

Classification Title: Administrative Assistant II
Grade: 3
Department: Housing & Community Development
FLSA Status: NE
Date: 11/8/2023

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.
 - 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.
4. Maintain office efficiency and effectiveness.
5. Plan and implement office systems, layout and equipment procurement.
 - Maintain and replenish inventory.
 - Check stock to determine inventory levels.
 - Anticipate needed supplies.
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.