



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Administrative Assistant

Salary: \$37,674 - \$39,934

Type: FULL-TIME

Benefits: FULL RANGE OF BENEFITS

Closing Date: OPEN UNTIL FILLED

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

The Administrative Assistant is responsible for providing high-level administrative support for the Department of Infrastructure and Development under the general supervision of the Director. Performs other duties as assigned.

Preferred Education

Associates Degree

Preferred Experience

Three years related experience

Equivalent training, education, and/or experience

Requirements/Certifications

Proficiency with Microsoft Word, Excel, and PowerPoint

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.

the capital of the **eastern shore**

City of Salisbury, MD

Classification Description

Classification Title: Administrative Assistant

Grade: 3

Department: Infrastructure & Development

FLSA Status: E

Date: 10/11/2023

Position Profile: Provides high-level administrative support for the Department of Infrastructure and Development under the general supervision of the Director. Performs other duties as assigned.

Duties and Responsibilities

Administrative Management: Performs administrative duties to include maintaining and tracking department records, updates files, and assists with data collection

- Tracks leave time and prepares payroll reports. Enters payroll into Munis. Acts as timekeeper for the Infrastructure and Development Department.
- Assists with the preparation of the departmental expenditure administration including processing invoice payments, and inputting purchase requisitions, maintaining purchase order filing.
- Greets visitors to the department. Answer the phone and direct to the appropriate person and/or respond to requests for information. Customer service.
- Assists with the general administration of department programs. Assists project engineers with maintaining project documentation. Develops and maintain office filing systems and office procedures.
- Assists project engineers in developing and maintaining project documentation such as drawings, specifications, meeting minutes, transmittals, requests for quotes, vendor submittals, and other project documentation.
- Prepares Employee Action Forms, schedules applicant interviews and performs background checks.
- Works with public for obstruction permits and break permits. Tracks license to encumber applications
- Tracks office supply quantities and reorders supplies. Monitors supply budgets.
- Prepares department correspondence.
- Manages employee shoe vouchers and orders uniforms

- Schedules appointments and maintain calendars
- Assists with the preparation of the department budget and expenditure administration.
- Screens visitors, calls and mail directed to the department head.
- Performs other duties as assigned or required.

Skills Proficiency/Strategic Planning: Have knowledge of principles and practices of personnel administration as well as, effectively and efficiently organize and track department records.

- Adheres to City policies and procedures.
- Act as a representative of the City of Salisbury to the public.
- Adheres to department practices and procedures
- Effectively and efficiently organize and track department records.
- Maintain confidentiality.
- Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages.
- Effectively prioritize and multitask with attention to detail.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Leadership/Team Leader: Provides guidance and oversight to employees by communicating information and explaining policies.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational and interpersonal skills.
- Provides direction, and assists in resolving problems encountered.

Stewardship/Financial: Assists Director with managing budget within established guidelines

- Participates in the managing of department budget.
- Monitors and reviews expenditures within the budget and keeps Director informed.
- Stamps, codes and inputs invoices and purchase card statements for the department.

Development/Leadership Development: Support internal and external department related inquiries.

- Serve as point of contact with employees and vendors and assist with their requests.
- Work on improving leadership skills by attending relevant meetings and trainings

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.

- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Associate's degree.
- Three years related experience in administrative work.
- Or equivalent training, education, and/or experience.

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.