



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Office Administrator

Salary: \$37,674

Type: Full Time

Benefits: Full 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

Profile:
The Office Administrator is responsible for providing administrative support to the various divisions of the Department of Infrastructure and Development. Under the general supervision of the Director, this position performs routine to complex clerical and administrative duties.

Preferred Education

High school diploma or GED
One to two years of experience of office administration is preferred

Preferred Experience

No management experience required

Requirements/Certifications

Maryland Notary Certification preferred

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: Office Administrator

Grade: 3

Department: All

FLSA Status: NE

Date: 4/1/2024

Position Profile Under the general supervision of the assigned supervisor, the Office Administrator performs routine to complex clerical and administrative duties to support the various departments of the City of Salisbury. Specific administrative tasks/duties may vary by department.

Duties and Responsibilities

Administration/ Task Management – *Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner*

- Completes recurring administrative tasks including; preparing time sheets, processing leave requests, collecting and distributing mail, and maintaining organizational memberships.
- Provides administrative support for departmental meetings, events, and programs including calendar maintenance, scheduling, and travel planning.
- Provides customer service and coordinates departmental response to citizen concerns, PIA requests, and requests for other types of information.
- Creates and manages written communication (emails, memos, documents, reports and presentations, employee documents, etc.) as needed by the Department.
- Processes internal and external applications, forms, and/or permits.
- Maintains accurate departmental content on the City websites.
- Performs other duties as assigned.

Skill Proficiency/ Technical Aptitude – *Skillful in use of tools, hardware, software, and equipment*

- Assists with department finances including bill pay, invoicing, payroll, requisitions, and purchasing.
- Prepares documents, reports, and other assignments in all required applications.
- Demonstrates working knowledge of computer software platforms utilized by the department/division.
- Demonstrates a working knowledge of phone systems and other office equipment required to complete administrative tasks.
- Demonstrates a working knowledge of City and Department policies and procedures.

Leadership/ Role Model - *Acts a role model and peer leader among teammates and colleagues*

- Cultivates develops and maintains professional relationships with other employees and members of the public.
- Collaborates with colleagues to complete interdepartmental assignments and tasks.
- Participates in interdepartmental committees such as Thrive.
- Assists with onboarding/offboarding employees within the Department

Stewardship/ Resources - *Safeguards equipment, supplies and materials*

- Maintains office records, which may include the following: ensuring filing systems are maintained and up to date; adhering to procedures for record retention; ensuring protection, security, transfer, and proper disposal of files and records; and ensuring personnel files are up to date and secure.
- Assists colleagues with the proper tracking and accounting of grant activity including reconciliation, reporting, disbursements and the collection of revenues and reimbursements.
- Assists with the maintenance and upkeep of the office spaces and work area.

Development/ Professional Development *Participate in opportunities to earn or maintain professional credentials and certifications.*

- Keeps informed on current grant programs, activities, and reporting tools.
- Attends planning sessions, workshops and educational programs for administrative professionals
- Achieves and maintains Maryland Notary certification

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 part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, and invents criteria to resolve problems. This combines creative and critical thinking skills.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- One to two years of experience of office administration is preferred
- No management experience required

Certificates, Licenses, Registrations and Skills

- Maryland Notary Certification preferred

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.