



DEPARTMENT OF

WATER WORKS

OFFICE ADMINISTRATOR

Salary: \$38,427 - \$45,767

Type: Full Time

Benefits: Full Benefits

Date Posted: 6/7/2024

About Water Works

The Department of Water Works is responsible for the City water and wastewater systems and treatment facilities. The Department has two Divisions, Water and Wastewater, with a total staff of 50 professionals. The Department is responsible for the treatment and delivery of potable water to City homes and businesses, storage of water and maintenance of a network of piping, valves, and hydrants for fire protection, collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile

Supports the Wastewater Treatment Plant by performing high-level administrative support, financial functions, and data entry. Prepares correspondences, payroll, maintains employee and department records, and answers and directs telephone calls. Maintains office equipment and plans and implements office systems, layout, and equipment procedures. Performs other duties as assigned.

Preferred Education

High School Diploma or GED required
Associate's Degree in related field

Preferred Experience

One (1) year of related experience.

Requirements/Certifications

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. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Office Administrator

Grade: 3

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 4/1/2024

Position Profile: The Administrative Assistant is responsible for supporting the Wastewater Treatment Plant department by performing high-level administrative support. This position manages administrative transactions primarily in the areas of payroll, financial functions, and entering data into platforms. Prepares correspondence in support of the Wastewater Treatment Plant activities. Performs other duties as assigned and additional responsibilities with career ladder advancement.

Duties and Responsibilities

Administrative Management: Performs administrative duties to include maintain and tracking department records, payroll, and purchasing.

- Maintains employee records and department records, MUNIS, and inputs Department payroll.
- Prepares Department correspondence.
- Answers and directs telephone calls. Screens and distribute mail.
- Review and approve supply requisitions.
- Update organizational memberships.
- Maintains office equipment.
- Develops and maintains office filing system and office procedures.
- Defines procedures for record retention.
- Plans and implements office systems, layout, and equipment procedures.
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.

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

- Excellent organizational and interpersonal skills including written and verbal communication skills
- Maintain a high level of confidentiality and have the ability to establish and maintain effective working relationships.
- Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages.
- Working knowledge of City policies and procedures.

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 interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Collaborates with the Water Works Director, as well as other City departments.

Stewardship/Financial: Assists Wastewater Treatment Superintendent with managing budget within established guidelines.

- Participates in the managing of department budget.
- Monitors and reviews expenditures within the budget and keeps Wastewater Treatment Superintendent informed.

Development/Leadership Development: Support internal and external Wastewater Treatment Plant 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 to combine 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
- At least one year related experience in secretarial work, or equivalent training, education, and/or experience.

Physical Requirements

- Work requires no unusual demand of 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.