



DEPARTMENT OF

ARTS BUSINESS AND CULTURE

OFFICE ADMINISTRATOR

Salary: \$16/Hour

Type: Part Time, 12 Month Grant Funded

Benefits: None

Date Posted: 07/24/2024

About ABCD

The Arts, Business, & Culture Department is responsible for fostering Salisbury's thriving economic climate through supporting business, expanding economic opportunity, promoting artistic expression, hosting unique experiences, and maintaining regional attractions such as the Salisbury Zoo and Poplar Hill Mansion. By producing signature events, facilitating business incentives, and collaborating with stakeholders, this department strives to make Salisbury a place where arts, business, and culture intersect and flourish.

Profile

The Office Administrator is responsible for performing general to complex administrative duties for all divisions of the Arts, Business, and Culture Department. Under the supervision of the department director, the Office Administrator is expected to support clerical duties as assigned.

Preferred Education

High School Diploma or G.E.D.

Preferred Experience

Preferred experience includes administrative proficiency and familiarity with grant reporting. No management experience is required.

Requirements/Certifications

None.

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: Part Time Office Administrator

Grade: N/A

Department: Arts, Business, and Culture

FLSA Status: NE

Date: 7/24/24

Position Profile: Under the general supervision of the assigned supervisor, the part-time office administrator performs routine clerical and administrative duties to support the Arts, Business, and Culture Department of the City of Salisbury.

Duties and Responsibilities

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

- Assists colleagues with the proper tracking and accounting of grant activity including reconciliation, reporting, disbursements and the collection of revenues and reimbursements.
- Completes recurring administrative tasks including; collecting and distributing mail, and maintaining organizational memberships.
- Provides administrative support for departmental meetings, events, and programs including calendar maintenance, and scheduling.
- Provides customer service and coordinates the departmental response to citizen concerns, Public Information Act (PIA) requests, requests for other types of information, and visitor center inquiries.
- 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, grants and/or permits under the guidance of the Economic Development Manager.
- Researches and identifies grants that align with departmental needs.
- Performs other duties as assigned.

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

- Prepares documents, reports, and other assignments in all required applications.
- Demonstrates working knowledge of computer software platforms utilized by the department/division.
- Demonstrates expertise in navigating and utilizing various grant reporting portals.
- 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.

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, deadlines and reporting tools.
- Attends planning sessions, workshops and educational programs for administrative/ grant writing professionals.

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 grant reporting knowledge is preferred
- No management experience required

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.