



DEPARTMENT OF

# HUMAN RESOURCES

## Office Administrator

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

**Type:** FULL TIME

**Benefits:** FULL BENEFITS

**Date Posted:** 9/3/2024

### About Human Resources

The Human Resources Department provides services that support employees as they grow their careers, navigate life's changes, and go the extra mile for our community and one another. The HR team includes the Director, HR Training Specialist, HR Benefits Specialist, Risk Manager and Administrative Assistant. The Department is responsible for compensation and benefits, recruitment and retention, and employee policy development for all 12 City departments.

### Profile

The Office Administrator provides a high level of support to the HR Department. It requires the ability to work well with others, must be highly organized and excellent attention to detail. This position will greet visitors, answer phone and assist employees and visitors with their questions ranging from benefits, activities, policies, etc. This position will review and process invoices, order office supplies, enter purchase requisitions, enter department payroll, records retention and various other administrative tasks as needed. This position requires complete confidentiality due to the nature of the information that is maintained within the department. The Office Administrator processes all applications for employment, hiring, benefits enrollment and changes to those benefits and initiates the on-boarding process for all new hires.

### Preferred Education

Associates Degree in Office Technology or Business Management or equivalent education and training

### Preferred Experience

A minimum of one year of related experience in secretarial or human resources . Must have experience with Microsoft Office Suite programs: Excel, Word and Outlook. Canva experience a plus.

### Requirements/Certifications

Valid Driver's License

### How to Apply

- 1** Visit [salisbury.md/apply](https://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

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Classification Title: Office Administrator  
Grade: 3  
Department: All  
FLSA Status: NE  
Date: 4/1/2024

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**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.

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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.