

## Office Administrator

**Salary:** \$39,196-\$42,427

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 8/25/2025

### 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 supports the Arts, Business and Culture Department by performing high level administrative support, financial functions, and data entry. Prepares correspondence, 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.

### Education

High school diploma or equivalent required.

### Experience

One to two experience in office administration preferred.

### 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: Arts, Business, Culture (ABC)

FLSA Status: NE

Date: 8/25/2025

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**Position Profile:** The Office Administrator is responsible for supporting the Arts, Business and Culture (ABC) department by performing entry level paraprofessional work to support the administration of the ABC function. This position manages ABC transactions primarily in the areas of applications, processing documents, entering data into platforms and prepares correspondence in support of ABC activities.

#### **Duties and Responsibilities**

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

- Maintains office inventory and orders supplies as needed.
- Processes all accounts payable and receivable items, including grant and special project budget management.
- Prepares and completes time sheets for payroll.
- Serves as liaison with other agencies and organizations.
- Maintains department records ensuring compliance with the requirements for record retention.
- Helps to process internal and external applications, forms, and/or permits.
- Answers and directs telephone calls, collects and distributes mail.
- Helps to oversee onboarding and offboarding of employees and assists with other human resource related tasks.
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.

**Skills Proficiency/Technical Aptitude:** Skillful in use of tools, hardware, software, and equipment.

- Working knowledge of all City and department specific software.
- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law.

**Leadership/Role Model:** Acts a role model and peer leader among his teammates and colleagues.

- 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 ABC Director, as well as other City departments.

**Stewardship/Resources:** Safeguards equipment, supplies and materials.

- Participates in the managing of department budgets.
- Monitors and reviews expenditures within the budget and keeps ABC Director informed.
- Assists with tracking and accounting of grant activity including reconciliation, reporting, disbursements, and collection of revenues and reimbursements.

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

- 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.
- 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 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:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

#### **Education and Experience**

- One to two years of experience of office administration is preferred
- High school diploma or equivalent
- No management experience required

#### **Certificates, Licenses, Registrations, and Skills**

- Maryland Notary Certification preferred
- Valid Driver's License

#### **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.

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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.