



### **Job Posting: Part-Time Administrative Assistant City of Pocomoke City**

The City of Pocomoke City is seeking a motivated, detail-oriented, and professional **Part-Time Administrative Assistant** to provide support across all City departments. This individual will play a key role in assisting with daily operations, ensuring efficiency, and supporting the City Manager and staff in delivering quality services to our community.

#### **Position Overview**

The Administrative Assistant will:

- Provide administrative support to all City departments.
- Manage and coordinate purchasing for departments, including processing orders, invoices, and vendor communications.
- Maintain organized records, files, and reports.
- Assist with scheduling, communications, and general office duties.
- Report directly to the City Manager and complete additional duties as assigned.

#### **Qualifications**

- High school diploma or equivalent required; additional education in business, public administration, or office management preferred.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- Prior administrative or municipal government experience is a plus.

#### **Position Details**

- **Part-Time:** 24 hours per week (3 days).
- Flexible scheduling within regular City Hall office hours.
- Competitive hourly wage commensurate with experience.

**How to Apply**

Submit a cover letter, resume, and three professional references online at:

<https://www.cityofpocomoke.com/city-job-application-form>

Applications will be reviewed on a rolling basis until the position is filled.

Pocomoke City is an Equal Opportunity Employer. We celebrate diversity and are committed to building an inclusive leadership team that reflects the community we serve.