

# **CITY OF BOWIE**

## **Administrative Associate**

### **Community Services**

**DUTIES:** Performs administrative office support with direct customer interaction for all aspects of the Department of Community Services (CS) operation. Assists with Special Events, and Community Outreach programs. Processes calls and makes reservations related to park and room use. Supports all Code Compliance, Recreational and Animal Control functions including issuance of building permits, scheduling of rental inspection appointments, Park picnic reservations, City Hall room reservations, selling of animal licenses and microchips and dispatching staff. Also handles the collection of related fees when appropriate. Responsible for designing of brochures and posters, preparing mailings and reports, maintenance of the CS webpage, and database management.

**Required Qualifications:**

- High School Diploma
- 1 year of successful administrative experience
- Above average computer skills, proficient in Microsoft Office Suite
- Ability to work independently, or in a group, and carry out assignments to completion within parameters of instructions given

**Preferred Qualifications:**

- Dispatch Experience
- Experience with animals
- Experience with Graphics and design for publications, posters, brochures
- Experience assisting with special events and ceremonies.
- Proven ability to handle multiple projects simultaneously
- Ability to handle cash transactions and prepare reports

***\*COVID-19 vaccination required in order to qualify for this position***

**SALARY: \$22.95 Hourly**

**HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: [WWW.CITYOFBOWIE.ORG](http://WWW.CITYOFBOWIE.ORG) AND CLICK ON THE EMPLOYMENT LINK.**

**APPLICATION DEADLINE: FRIDAY, SEPTEMBER 23, 2022, BY 5:00 P.M.**

All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

*The City of Bowie is a drug and alcohol-testing employer. EOE*