

CITY OF BOWIE
Part-Time Administrative Assistant
Public Works Department

The City of Bowie is seeking qualified applicants for the position of Part-Time Administrative Assistant within the Public Works Department's Administrative Division. Responsibilities include facilitating the department's plan review, plan approval, and bonding and permitting processes related to infrastructure and utilities. This position also is responsible for managing inspection reports, and documentation related to annual storm water management inspections for public and private facilities. Normal schedule for this position will include 0900-1500. Flexible scheduling may be available.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Two years of administrative support experience including typing/data entry, record keeping, exceptional customer service and answering telephones.
- Good verbal and written communication.
- Experience with establishing and maintaining various digital filing systems.

PREFERRED QUALIFICATIONS:

- Two years of experience in public administration or contracts management.
- Two years of experience permit processing.
- Ability to read and understand construction and other detailed plans.
- Associates Degree or higher

SALARY: \$25.07/ HOURLY

HOW TO APPLY:

Please apply online on the City of Bowie website at: www.cityofbowie.org (click on the employment tab). Current COVID-19 vaccination strongly preferred.

APPLICATION DEADLINE: APRIL 26, 2024

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