

Job Notice

The City of Urbana is currently accepting applications/resumes for the position of: **Administrative Secretary**. This full time central staff position is in the Administration office and works directly with the Director of Administration. Current salary range is \$26,826 - \$45,580 with a benefit package (vacation and sick leave, holiday pay, etc.)

The Administrative Secretary's responsibilities and preferred job skills include but are not limited to: Performing routine clerical and administrative work in answering phones, receiving the public and providing customer assistance; Composing, preparing and editing a variety of correspondence, reports, memoranda; Scheduling meetings with city personnel, businesses, and vendors; Ordering and maintaining an inventory of office supplies for the department.

The ideal candidate will have at least two years of experience as an administrative secretary/assistant in an office setting. Be proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), and have strong customer service skills. The Administrative Secretary will provide additional assistance to administrative staff with day to day duties and special projects. Must be a team player.

A City application or resume must be submitted to the Human Resource Office located on the top floor of the Municipal Building at 205 South Main Street, Urbana, Ohio 43078. Applications/Resumes will be accepted until February 21, 2012.

Mailing Address:

City of Urbana
Human Resource Office
P.O. Box 747
Urbana, OH 43078-0747