

# JOB OPENING CITY OF ALBION

## EXECUTIVE ASSISTANT TO THE CITY MANAGER

Under the supervision of the City Manager, provides high level, confidential administrative and secretarial support to the daily operations of the City Manager's Office. Provides support to the City Council and various Boards and Commissions as assigned. Possesses well developed organizational skills and a good knowledge of municipal practices and procedures related to the duties assigned. Maintains schedules, files, answers phones, records minutes and acts as a liaison between the City Manager and employees or the public. Must possess a minimum of an Associate's degree in office management or related area and five (5) years of confidential secretarial and office management experience, or an equivalent combination of education and experience. Salary: \$48,500 - \$50,000. Submit resume, letter of interest, and (5) professional references to: Haley Snyder, Interim City Manager, 112 W. Cass Street, Albion, MI 49224. Application deadline – 5:00 p.m., Friday, November 6, 2020. EOE