

# **JOB OPPORTUNITY CITY OF MANASSAS**

## **Executive Assistant**

**Salary: \$48,276.80 - \$79,643.20**

The Manassas City Manager's Office is seeking a dynamic individual to assist with a variety of complex and diverse professional and modern work involving administrative, analytical and technical support for the City Manager.

**Hiring Salary Range: \$48,276 - \$63,960**

The successful incumbent in this position serves as the primary point of contact for internal and external constituents on all matters pertaining to the Office of the City Manager. Performs a variety of routine and complex administrative duties that require attention to detail and strong writing and editing skills. Must be creative and enjoy working in a mission-driven, results-driven and community-oriented environment.

The ideal candidate will have the ability to work independently on projects from conception to completion, and exercise sound judgment in a variety of situations, while maintaining a realistic balance among multiple priorities. Must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Associate's Degree in Business Administration, Communications, Paralegal or Secretarial Science; supplemented by strong work tenure of 5-10 years of experience supporting executive level staff, preferably in a local government setting; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess and maintain certification as a Notary Public.

To apply, complete the City application at <http://www.manassascity.org/hr/jobs>

**EOE M/F**