



NOTIFICATION OF JOB OPENING

TO: All City Departments

POSITION TITLE: **Administrative Assistant
Administration Department**

BASIC FUNCTIONS: Under general supervision, provides general administrative assistance to the City Administrator and Mayor. Assists in special projects as needed. Reports to the City Administrator.

DESIRED MINIMUM QUALIFICATIONS: Requires an Associate's degree in business administration, graphic design/communications or a closely related field, and three (3) years of increasingly responsible related experience; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities. Must have a valid South Carolina driver's license or be able to obtain one.

ESSENTIAL JOB FUNCTIONS: Editor of the Community Connection Newsletter, other publications and presentations with proficiency in graphic software – Adobe -Photoshop, and –InDesign; Publisher and PowerPoint. Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services. Takes pictures to record City events and maintains files of print media coverage for City departments. Maintains the City Website with current articles, job postings and email notifications; and maintains the Digital Message Board. Updates the community-wide calendar for external distribution and an internal calendar for City events. Maintains the Mayor's Calendar.

SALARY HIRING RANGE: Grade 14 Hiring Range - \$17.73 - \$21.28 per hour
DOQ; with an excellent benefits package.

HOW AND WHEN TO APPLY: Applications with resumes taken at Clemson City Hall, Human Resources Department, Monday through Friday, 8:00 a.m.–5:00 p.m., or mail resume to Human Resources Department, 1250 Tiger Blvd., Suite 1, Clemson, SC 29631. For the complete job description please e-mail ttaylor@cityofclemson.org. An application can also be downloaded online at www.cityofclemson.org. This position will close on **Friday, December 16, 2016** at 5:00 p.m. Applications will not be accepted after the closing date listed above. The City of Clemson does not discriminate against persons on the basis of race, religion, color, national origin, disability, age, marital status or sex in their opportunity for employment.