

ADMINISTRATIVE ASSISTANT

The City of Oil City is accepting resumes for the position of Administrative Assistant. The employee will perform administrative staff work for the head of the City's Community Development Department. Use of administrative knowledge and skills in relieving an executive of a wide variety of assigned segments of their administrative responsibilities is crucial. Demonstrated knowledge of office procedures, equipment and Microsoft Office Suite, ability to speak and write effectively, good interpersonal skills, and working knowledge of financial and personnel practices is desired. A Bachelor's Degree in Public or Business Administration is preferred. Please send cover letter/resume expressing interest and qualifications for the position to: Mark G. Schroyer, City Manager, City of Oil City, 21 Seneca Street, Oil City, PA 16301. EEO/AA Employer.