



ASSISTANT TO THE MAYOR AND CITY MANAGER

The City of Duluth, Georgia is accepting applications for a full-time Assistant to the Mayor and City Manager.

This position is responsible for providing an executive level of office management and administrative assistance to the Mayor and City Manager with work prioritized by the City Manager. Work involves sensitive and confidential documents. Works under broad guidelines and must demonstrate considerable judgment and initiative. Successful performance helps ensure the accuracy of administrative records and facilitates the efficient and effective operation of the Mayor and City Managers' Offices.

The City is seeking an individual with exceptional communication and customer service skills in dealing with the public, who has specific experience in office management work involving detail-oriented administrative duties involving moderate computer operations, skill in Microsoft Office Suite (Word, Excel, and PowerPoint). Spoken fluency in Korean or Spanish is highly desirable due to the diversity of the community.

Applicants should possess significant office management and clerical experience and must have a high school diploma or state-issued GED with a bachelor's degree preferred. All applicants are subject to an extensive background investigation.

The hiring pay rate is \$24.13 – \$31.27 per hour (\$50,190 - \$65,041 annualized, Pay Grade 22) based on qualifications (experience, training, and education). The City also provides an excellent benefits package.

Interested Applicants can apply online at www.duluthga.net/jobs.

Questions should be directed to Jocelyn McGiboney at 770-497-5287 or careers@duluthga.net

Posting Date: 8/8/2024; open until filled, may close at any time without notice

The City of Duluth does not discriminate on the basis of age, sex, race, color, national origin, religion, disability, or any other class or status protected by law, except where mandated or permitted by law. The City of Duluth is an Equal Opportunity Employer.