

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Administrative Assistant
Department of Recreation & Parks

An Equal Opportunity Employer

Administrative Assistant – Department of Recreation & Parks

\$45,116 annually (\$21.69 hourly, Grade C09), 40 hours per week, non-exempt position

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Friday, December 9, 2022

The Department of Recreation & Parks is looking for a candidate to provide administrative support to the department Director and assist with fiscal duties related to the capital budget, Park Legacy Fund, and enterprise fund, ensuring compliance with local, state, and federal requirements.

Daily tasks include (but are not limited to) maintaining financial database of Maryland’s Program Open Space grants (for county and municipalities), Park Legacy Fund donations/expenditures, operating budget and enterprise fund as well as constructing accurate reports required for project reimbursement requests and other financial documents. Other duties include monitoring operating budgets, managing calendars, coordinating meetings & events, and interacting positively with the public.

The ideal candidate for this opportunity should possess excellent organizational skills as well as the ability to communicate effectively verbally and in writing with internal and external agencies. This candidate will serve as a liaison between municipal, county and State offices related to Maryland’s Program Open Space and other matters.

Click [here](#) for the full job description

Qualifications:

1. High school diploma or general education diploma (GED)
2. Four years administrative/office/customer service experience*
3. Type at no less than 45 wpm
4. Completion of Microsoft Office assessments

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: jobs@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 11/18/2022
(23-46)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.