

TOWN OF MILLVILLE
NOTICE TO HIRE ADMINISTRATIVE ASSISTANT

The Town of Millville is looking for a qualified individual for the full-time position of Administrative Assistant . Summary of Position: Provides responsible and complex administrative assistance to the Town Manager in coordinating Town-wide operations and projects. Assists the Town Manager in executing the long- and short-term visions and goals for the Town in collaboration with the Town Council. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Assists the Town Manager with internal and external communications, including serving as a liaison with staff, officials, contractors and developers, and regulatory agencies.

The successful applicant must pass a background check and drug test. Salary will be commensurate with education and experience.

The deadline for consideration is June 24, 2022. To apply, qualified applicants should mail a confidential cover letter, application for employment which is found on our website, www.millville.delaware.gov, and resume to:

Town of Millville
Town Manager Debbie Botchie
36404 Club House RD
Millville, DE 19967

Or

By email to: dbotchie@mvtown.com

The Town of Millville is an Equal Opportunity Employer