

# City of Mount Vernon

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## **City of Mount Vernon, Ohio seeks ADMINISTRATIVE ASSISTANT for Mayor**

The City of Mount Vernon, Ohio is seeking applicants for the position of Administrative Assistant to the Mayor. The main responsibility in this position is for the performance of difficult and varied Administrative and public contact work in the Mayor's and Safety Service Director's Office. Candidates must possess a High School diploma or equivalent. Two years of previous experience in the administrative services field. Must be honest, dependable, discrete and trustworthy. Experience in social media platforms, marketing, writing and designing communications, video productions, graphic design, branding, and customer service is a plus. Base salary for the position is \$20.27.

The City of Mount Vernon offers a competitive benefits package. You can obtain the job description for this position by going to <https://mountvernonohio.org/documents-library/> or by calling 740-393-9520. Letter of intent and resume can be emailed to [mperry@mountvernonohio.org](mailto:mperry@mountvernonohio.org) or mailed to 40 Public Square, Mount Vernon, Ohio 43050. Position will remain open until filled with the next review of applications on July 28, 2021.