

## Memorandum

To: All Employees/Departments  
From: Jimmy Smith, Assistant City Manager/Director of HR  
Subject: **Internal and External Vacancy posting**  
Date: April 29, 2019

Please post in your department.  
Thanks!!!

### **Administrative Assistant**

The City of Bridgeport is seeking a full-time Administrative Assistant in the City's Engineering and Community Development departments. Applicants should have knowledge in administrative duties, various computer software programs, and the ability to work with the public. 1 – 3 years related experience is preferred. The annual salary for this position is \$32,677 with an increase to \$33,322 beginning July 1<sup>st</sup>. The City offers an excellent benefit package that includes 100% paid Health Insurance for the employee with a very modest premium for family coverage, 100% paid Disability policy, member of the Public Employee's Retirement System (PERS), paid holidays and vacations, and a college tuition reimbursement program. Please send application/resume to James A. Smith, Asst. City Manager/Dir. of HR, City of Bridgeport, P.O. Box 1310, Bridgeport, WV 26330 or [jimsmith@bridgeportwv.com](mailto:jimsmith@bridgeportwv.com) by May 17<sup>th</sup>, 2019. E.O.E. M/F/D/V. This organization participates in E-Verify.