



City of Northport

P.O. Box 569
3500 McFarland Blvd.
Northport, AL 35476

Civil Service Job Announcement

Job Title: Executive Assistant

Closing Date: Monday, June 6, 2022 @ 4:00 p.m.
If mailed must be postmarked by Friday, June 3, 2022.

Turn in application to:
Director of Human Resources
P.O. Box 569
3500 McFarland Blvd.
Northport, AL 35476

Summary:

The purpose of this classification is to perform highly responsible administrative work in support of the City Administrator. Duties may include providing lead administrative support to the City Administrator, communicating and coordinating activities, programs, events, and projects as designated by the City Administrator.

Salary:

FLSA Status: Non-Exempt
Pay Grade 24 - \$25.36/hourly (min.) to \$33.65/hourly (max.)
\$52,325.16/annually (min.) to \$69,987.20/annually (max.)

***Effective July 1, 2022: Pay Grade 112 - \$25.55/hourly (min.) to \$38.31/hourly (max.)
\$53,152.36/annually (min.) to \$79,687.78/annually (max.)**

Applications may be obtained from the City of Northport Receptionist or by visiting the City of Northport website, www.cityofnorthport.org. Please see job description for all requirements and qualifications. **No phone calls please!**

**The City of Northport is proud to be a "Drug Free Workplace"
The City of Northport is an Equal Employment Opportunity Employer.**