



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: June 18, 2025

Executive Assistant to the City Manager & Civil Service Recording Secretary

The City of Mentor is seeking an *Executive Assistant* to work in a diverse, complex and confidential environment. Work involves significant contact with the public, city officials and requires excellent customer service and communication skills along with a positive attitude and the ability to adapt to changing priorities and challenges. Individual also serves as Recording Secretary to the Civil Service Commission. Graduation from two-year college with considerable secretarial and administrative experience at an executive level is preferred. Public sector experience is a plus! Excellent computer skills necessary with demonstrated proficiency in Microsoft Office and familiarity with various web-based social media applications.

Annual salary range is \$45,000-\$65,000 and includes a comprehensive benefit package.

For additional details and to apply online, please visit www.workformentor.com. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060.

Applications will be accepted until the position is filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA