



MIAMI TOWNSHIP

Montgomery County, 2700 Lyons Road, Miamisburg, OH 45342

JOB POSTING

Position:	Administrative Assistant
Posted:	September 23, 2022
Closing:	Applications accepted until filled
Status:	Regular, Full-Time, Non-Exempt
Job Location:	Administration Building, 2700 Lyons Road, Miami Township, OH 45342
Hours/Week:	40 hours per week. Generally, 8 AM to 4:30 PM, Mon. – Fri. <i>Some evening meetings are required, generally 1-2 times per month.</i>
Hourly Wage:	Administrative Assistant Rate: \$18.55 to \$23.19/hour
Benefits:	Yes
How to apply:	Completed Application must accompany all resume materials.

POSITION SUMMARY

The Administrative Assistant, in addition to performing routine clerical and administrative functions such as the drafting and editing of correspondence and formal documents, scheduling appointments, organizing and maintaining electronic and paper files, or providing information to callers, this position entails a degree of project management and application of specialty skills.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Minimum of three (3) years clerical experience and ability to demonstrate specialty skills in office management, design, project management, planning, or other areas meeting the needs of the department and organization
- High school degree and/or equivalent experience
- Training in design, project management or other specialties preferred

JOB DUTIES AND RESPONSIBILITIES

- Greet visitors and callers in a consistent and professional manner, handle their inquiries or direct them to the appropriate persons or department according to their needs
- Answer incoming telephone calls and provide assistance or direct caller to appropriate personnel
- Work with external customers and constituents and/or others in a group or team
- Schedule and coordinate meetings and appointments for supervisors and customers. May involve arrangement of meeting accommodations (meals, beverages, assist with clean-up, etc.)
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions and operate new office technologies as they are developed and implemented
- Provide services to customers, such as locating forms, providing filing and fee information, directions, meeting dates, etc.
- Coordinate information for distribution, such as board of trustee packets and public record requests

- Coordinate work of other support staff as required
- Act as an assistant facilitator at public events and charettes and other working groups and meetings of the township
- Research and collect data from a variety of digital, print, phone, and other sources on issues and prepare relevant reports
- Intake and process applications and fees for zoning certificates, Zoning Commission, Board of Zoning Appeals, and other boards and committees of the Township as assigned
- Writing and editing documents including but not limited to policies, procedures, general correspondence, monthly reports, and meeting minutes
- Attend meetings, take minutes, and produce meeting minutes
- Maintain and balance a petty cash box and appropriate records of all other incoming fees
- Assist in preparing filing and other records for maintenance under the Records Retention policies of Miami Township
- Assist with processing and documenting public record requests.
- Use computers for various applications, such as database management, word processing, design, etc.
- Travel outside of the office to meetings, events, and training seminars
- Prepare and submit legal notices to media outlets
- Drive and operate township vehicle in a safe manner
- Review work done by others to check for correct spelling and grammar, ensure that township format polices are followed and recommend revisions
- Assist with ordering/purchasing supplies (office, kitchen, etc.)
- Manage township park reservations
- Assist with keeping the work areas (kitchens, meeting rooms, etc.) neat and clean
- Perform other duties as required or assigned

ESSENTIAL FUNCTIONS OF POSITION

The following list of essential functions for this position includes activities that must be performed efficiently, effectively, and safely in the execution of daily-required tasks.

- Writing letters and memos, face-to-face discussions with individuals or teams,
- Contact with others (face-to-face, by telephone, or otherwise),
- Requires telephone conversations,
- Requires use of electronic mail,
- Dealing with unpleasant, angry, or discourteous people,
- Making decisions that impact the results of co-workers, clients or the organization,
- Making decisions that affect other people, the financial resources, and/or the image and reputation of the organization,
- Requires precision, accuracy, and ability to meet strict deadlines,
- Work with external and internal customers or the public,
- Ability to collaborate with others as part of a group or team,
- Coordinating or leading others in accomplishing work activities,

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain an effective working relationship with Township officials, supervisory personnel, fellow employees, other Township employees and the general public.
- Ability to maintain records efficiently and accurately as well as the ability to communicate effectively both orally and in writing, and to prepare reports in a neat, concise, and accurate manner.
- Ability to operate standard office equipment such as a personal computer, copier, fax, machine, telephone, and general office equipment.
- Ability to understand and follow oral and/or written instructions.
- Ability to maintain confidential information.

ESSENTIAL PHYSICAL ABILITIES

- Working indoors in environmentally controlled conditions,

- Ability to repeat the same physical or mental activities throughout the workday, including repetitive movement such as sitting, standing or typing
- Job tasks are performed in close physical proximity to other people
- Ability to lift up to 25 pounds

SUPPLEMENTAL INFORMATION

- New employees are subject to a six (6) month probationary period pursuant to the Employee Manual of Miami Township.
- Performance evaluations occur on an annual basis from the start date following successful completion of the probationary or conditional status.
- Prospective employees must pass pre-employment, and post-offer drug/alcohol screen.
- Prospective employees must pass a background check, which may include but not be limited to identity, employment history, and criminal.
- Employees must participate in random drug/alcohol screens during the course of employment; post-accident and reasonable suspicion screens as the situation warrants.
- Employees in this position must maintain a valid Drivers' License and keep a driving record acceptable to the Township's insurance carrier during the course of employment.

INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS

Job Descriptions or Class Specifications (Job Descriptions) assist Miami Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimum standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.