



POSITION TITLE: Administrative Assistant
PAY RANGE: \$25.00 - \$30.00 per hour
REPORTS TO: TOWNSHIP ADMINISTRATOR
FLSA STATUS: NON-EXEMPT
EMAIL RESUME TO: OFFICE@ETNATOWNSHIP.COM

Summary

This position provides administrative support to the Board of Trustees, Township Administrator, and other administrative staff as directed by the Administrator. Serves as the office's main receptionist, demonstrating a professional and courteous approach to interacting with the public. Performs a variety of administrative and project management tasks.

Essential Duties and Responsibilities

- Answer and route incoming calls and greet guests and visitors in a courtesy, welcoming, and professional manner.
- Create, format, and produce documents such as memos, meeting briefs, correspondence, and presentations.
- Assist with the preparation of documents related to Trustee meetings, including agendas, meeting materials, and meeting minutes. Responsible for posting and distributing these materials in accordance with Ohio Revised Code.
- Provide clerical support for the planning and zoning staff related to permit submittals and code enforcement.
- Provide administrative support for the Zoning Commission and the Board of Zoning Appeals.
- Responsible for upkeep and organization of documents on the Township's server. Including uploading, maintaining organization and structure of files and folders.
- Assist with upkeep and organization of all township records, including boards and commissions, in accordance with relevant records retention requirements.
- Assist the Administrator with calendar management and scheduling.
- Assist with various events and meetings.
- Perform other duties as assigned.
- Availability to attend evening meetings as needed.

Knowledge, Skills and Abilities

- Expert-level proficiency in the use of Microsoft Office programs, including Word, Excel, and PowerPoint.
- Ability to learn other administrative technology programs and platforms as needed.
- Advanced knowledge of the English language usage, such as spelling, grammar, and vocabulary.
- Understanding of basic office administration best practices, procedures, and etiquette.
- Ability to prioritize workload to meet deadlines while balancing time-sensitive, unplanned tasks and work assignments.
- Experience with local government is highly preferred but not required.
- Excellent communication skills.

Education/Experience

- Associate's degree in business administration, public administration, or related field preferred. A high school diploma acceptable if combined with substantial relevant experience.
- At least 5 years of relevant work experience.

Other Minimum Requirements

- Valid Ohio Driver's License with acceptable driving record.