



**JOB TITLE:** Executive Assistant  
**DEPARTMENT:** Administration  
**REPORTS TO:** Township Administrator  
**FSLA STATUS:** Non-exempt

**MIAMI TOWNSHIP ADMINISTRATION**  
Job Description

## **POSITION SUMMARY**

Under the supervision of the Township Administrator serves as administrative support to the Board of Trustees and the Township Administrator. Performs a variety of administrative and project management assistance; prepares purchase orders; responsible for maintaining public records of the Township.

## **SUPERVISION EXERCISED**

- None

## **EDUCATION/EXPERIENCE**

- High School Diploma or equivalent
- Five years of progressively responsible administrative assistance or project management experience
- Experience with a local government or a public school district is preferred
- Associates degree in organizational or office management is preferred

## **MINIMUM ACCEPTABLE CHARACTERISTICS AND ABILITIES**

- Ability to attain or maintain Notary Public commission
- Knowledge of purchasing software
- Demonstrate professional public or customer service
- Ability to respond to routine inquiries from public officials and the general public
- Ability to establish and maintain effective working relationships with co-workers, vendors and the public
- Ability to handle confidential information appropriately
- Working knowledge of office automation and Microsoft Office software products
- Demonstrates flexibility and cooperative attitude when faced with change
- Possess and maintain a valid driver's license





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## **ESSENTIAL FUNCTIONS AND DUTIES**

- Prepare Board of Trustee, Zoning Commission and Board of Zoning Appeals meetings' minutes
- Prepares meeting packets, including resolutions, memos and research of proposed legislation
- Assist in marketing of Township and recognitions for the business community and public events
- Drafts legal and public notices
- Receives requests and complaints from the public concerning administrative actions of the various departments, channels the requests to appropriate departments, follows up on the corrective actions, and sees that replies to the inquiries are given
- Serves as the project manager for street lighting districts, including coordinating the establishment of new ones and updating resolutions and amounts charged for new ones.
- Provides safekeeping of and access to public records in accordance with Township and State policies.
- Serves as the secretary to the Township Zoning Commission and Board of Zoning Appeals, including attendance at evening public meetings of those boards
- Provides backup assistance to the reception area of the administration area of the Township Civic Center
- Performs other related duties as required.

## **PHYSICAL REQUIREMENTS**

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.





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### DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

*The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### DATES AND APPROVALS

Authorized by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

