



Executive Assistant

Miami Township, Clermont County, Ohio is accepting resumes for the full-time position of Executive Assistant. This position reports to the Township Administrator and serves as administrative support to the Board of Trustees and the Township Administrator. Primary responsibilities include preparing the official minutes of public meetings; preparing meeting packets, including resolutions, memos and research of proposed legislation. Serves as secretary to the Zoning Commission and Board of Zoning Appeals, including attendance at occasional evening meetings. Must be comfortable interacting with, including requests for service and concerns from, and providing first-class customer service to our residents and business community.

A high school diploma or equivalent is required; an Associate's Degree in organizational or office management is preferred. Five years of progressively responsible administrative assistance or project management experience is required. Experience with customer service at a local government or public school district is preferred. This position is hourly with an anticipated salary range of \$23.00 - \$27.00 per hour. Job description is available online at www.miamitwpoh.gov . Send resume and cover letter to: Executive Assistant Job Search, Miami Township, 6101 Meijer Drive, Milford, OH 45150 by 4:30 p.m. December 21, 2018. Miami Township is an equal opportunity employer and a drug/alcohol free workplace.