



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, the Township Administrator, and Human Resources. Performs a variety of administrative and project management assistance and is 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
- Associate degree in office management or a related field is preferred
- Experience in human resources is preferred

MINIMUM ACCEPTABLE CHARACTERISTICS AND ABILITIES

- Ability to attain or maintain Notary Public commission
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite or related software
- Proficient with or the ability to quickly learn the organization's HRIS and talent management system
- Demonstrates flexibility and cooperative attitude when faced with change
- Demonstrates resiliency when faced with adversity





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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 street lighting districts and updating resolutions and amounts charged.
- 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
- Serves as backup to reception in the Administration Department
- Assists in recruiting, interviewing, and facilitating the hiring of qualified job applicants for open positions
- Conducts background checks and monitors the pre employment process for all candidates
- Implements new hire orientation and employee recognition programs
- Handles employment related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Maintains knowledge of trends, best practices, regulatory changes and new technologies in human resources, talent management, and employment law
- Serves as administrative support to Human Resources
- Performs other duties as assigned

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to occasionally lift and/or move boxes weighing up to thirty pounds.
- 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.



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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

