



## JOB DESCRIPTION

### *Assistant to the Administrator*

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**Supervisor:** Administrator

**Position Description:** This position serves as the primary assistant to the Administrator and provides advanced administrative support in all facets of the Administrator's work including scheduling, data compilation, research, meeting organization, planning activities, special projects as assigned, etc. This position also undertakes a number of important professional duties including service as the Township's events manager, public information officer, secretary to the Board of Zoning Appeals, webmaster, and recycling coordinator. The position is responsible for certain clerical matters as well including backup to the Office Assistant/Receptionist, which involves answering incoming telephone calls, greeting customers, scheduling park facilities, etc. Other important clerical responsibilities include maintaining Township resident and business databases and maintaining and organizing historic and demographic information. This position also may assist the Assistant Fiscal Officer and other staff as directed by the Administrator. Must be well organized and detail oriented. A positive attitude and enjoyment in assisting residents, businesses and co-workers is critical.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

#### **EDUCATION, TRAINING AND EXPERIENCE**

- Four-year college degree in an applicable field of study. High school graduate with significant experience considered.
- Work experience in public administration and/or in a wide variety of government service areas and communications.
- Advanced computer skills including solid knowledge of Microsoft Office applications and website maintenance, experience in Powerpoint and Publisher.
- Experience with graphic and mapping software.
- Excellent writing and editing skills.
- Familiarity with website maintenance.
- Experience in supporting administrative boards such as Boards of Zoning Appeals.
- Enjoyment in working with the public, including businesses, as well as helping co-workers succeed.
- Excellent organizational skills and detail orientation.



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- Enjoyment in creating, organizing and managing fun community events.
- Able to speak politely to and communicate effectively with the public, co-workers and supervisors. Undertakes a team-oriented approach to work.

#### **DUTIES, ADMINISTRATIVE**

- Creates monthly calendar of activities.
- Assists other Township employees as directed by the Administrator.
- Monitors and catalogues reports/articles about Symmes Township.
- Maintains/updates census and other demographic data.
- Supports the Administrator by assisting with special projects as requested including data analysis, production of reports, mapping, assistance organizing meetings, planning, etc.
- Backs up Office Administrative Assistant in these skill areas: Finance, Parks (clerical), Office Assistant, IT. Therefore, must possess basic knowledge of these functions in addition to regular duties.
- Backs up the Township Administrator in these skill areas: Zoning Commission, Board of Trustees. Therefore, must possess basic knowledge of these functions in addition to regular duties.
- Creates and maintains residential and business databases, including geographic based email contact lists.
- Responsible for knowing and undertaking compliance with the Township public records and master file filing and retention policies.
- Undertakes all other assignments as directed by the Administrator.

#### **DUTIES, PROFESSIONAL AND PARA PROFESSIONAL**

##### Public Information Officer

- Implements and monitors compliance with the Township communication plan.
- Serves as webmaster.
- Coordinates the preparation, production and distribution of the Township newsletter.
- Issues press releases and creates news articles for the website.
- Acts as liaison with print and television media.
- Assists residents and businesses of the Township in contacting other agencies to facilitate communication and provide information.
- Creates presentations including Powerpoint.
- Stays in communication with Township businesses and develops, maintains and uses "e-blast" distribution lists to communicate with businesses grouped geographically.
- Keeps township maps updated and is responsible for periodic update and publishing.



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#### Events Manager

- Organizes and manages Township community events such as Operation Santa, Great Symmes Egg Hunt and Fallfest and coordinates with partner groups.
- Coordinates activities with the Service Department--ability to work well with Service Department employees.

#### Board of Zoning Appeals Secretary

- Serves as secretary to the Board of Zoning Appeals, distributes case materials, prepares facilities for meetings, verifies all required notices are published timely, creates minutes, works with the Township Planner to operate meetings.

#### Recycling Coordinator

- Responsible for the Township's recycling program, develops relationships with key county officials, determines that the Township is receiving proper credits for its recycling, and takes advantage of available grants.

#### Planning

- Assists Administrator and Township Planner in planning functions including compiling information, creating exhibits, organizing and operating meetings, preparing plans and reports.

#### **Tools and Equipment Used:**

Telephone, computer, fax machine, scanner, copy machine.

#### **Physical Demands:**

Sit for extended periods, walk, (including over uneven terrain), use hands to handle or feel objects or controls, reach with hands and arms, drive a vehicle and hold a valid driver's license, lift up to 25 lbs. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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#### **Work Environment:**

Professional office, also some field work including site visits.

#### **Physical Abilities:**

Near Vision                    20 / 40 acuity or higher

Far Vision                     20 / 40 acuity or higher

Hearing                        High

Speech Clarity                High