



City of Centerville, Ohio
Position Description

Classification: Administrative Assistant/Assistant to the Clerk of Council

FLSA Status: Non-Exempt

Department: Development/Council

Division: Planning/Clerk of Council

JOB SUMMARY:

This dual position plays a vital role in supporting both departments by providing administrative support, coordinating communications, and assisting with council operations. Under general direction, provides administrative and clerical support to the Development Director and Clerk of Council; maintains and ensures accuracy of files and records; responds to public inquiries for information while complying with government and departmental regulations; compiles, copies, and transmits various information to appropriate parties; performs other related duties as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives telephone calls, takes messages, and/or transfer calls to appropriate personnel.
2. Serves as secretary to the Centerville Planning Commission, Board of Architectural Review (BAR), and any other land use board or task force created by the City Council.
3. Processes and manages Planning and Zoning applications and databases including weekly deposits.
4. Prepares, distributes, and maintains meeting agendas, meeting packets, and public hearing notices.
5. Prepares, distributes, and maintains meeting minutes.
6. Assists the Clerk of Council in the preparation of pre and post council meeting documentation.
7. Provides general administrative support, including managing schedules, coordinating meetings, report generation, and maintaining files and databases for the Development Department and Clerk's Office.
8. Maintains office filing system and assumes proper distribution and disposition of notices, memorandums, and related materials for the Development Department and Clerk's Office.
9. Assists with the preparation of reports, presentations, and documentation for the Development Department and Clerk's Office.
10. Registers personnel for training and makes necessary travel arrangements.
11. Maintains and increases knowledge and skills through attendance at meetings, conferences, and training seminars with proper approval.
12. Performs all duties of the Clerk of Council in his/her absence.
13. Collaborates with the Building Inspection administrative assistant to maintain consistent front office coverage and public service.
14. Inputs and maintains requisitions and invoices for the Development Department
15. Supports Development Director with strategic development initiatives including: business attraction, retention, development of marketing materials and coordination with regional partners, grants and reporting

OTHER DUTIES AND RESPONSIBILITIES:

1. Receives and responds to inquiries, concerns and complaints from the public/customers, other departments and agencies as required.
2. Helps maintain and update the City website as needed.
3. Performs other related duties as assigned by the supervisor.

QUALIFICATIONS AND REQUIREMENTS:

Minimum Qualifications:

- Completion of secondary education and training.
- Or a combination of experience, education, and training in office practices and procedures.
- Valid Ohio driver's license
- CPR/First Aid Certification (may be acquired after employment).
- Certification as a notary public (may be acquired after employment).

Knowledge of:

- City and departmental goals and objectives.
- City and departmental policies and procedures.
- Public relations.
- Office practices and procedures.
- Records management.
- Public meetings procedures (e.g. Robert's Rules of Order)

Skill in:

- Spreadsheet programs.
- Word processing.
- Computer operation.
- Switchboard or telephone console operation.
- Use of modern office equipment (i.e., computer, calculator, copier, postage machine, microfilm camera, and reader).
- Proofreading

Ability to:

- Carry out detailed but basic written instructions.
- Deal with problems involving a few variables within a familiar context.
- Calculate statistics.
- Copy material accurately and recognize grammatical and spelling errors.
- Complete routine forms.
- Prepare routine correspondence.
- Respond to routine inquiries from the public and/or officials.
- Communicate effectively.
- Maintain records according to established procedures.
- Ability to attend evening meetings.
- Ability to exercise discretion while dealing with difficult, sensitive and confidential issues.
- Ability to establish and maintain effective working relationships with City Council, board members, commission members, citizens and other public entity and private business representatives.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Work is performed inside and outside with extended periods of standing, walking, and sitting.
- Frequent bends, crouches, and pushes and pulls may be required.
- Must be able to use appropriate senses such as vision, hearing, touch, and smell to perform necessary tasks.
- Often required to complete manual projects that may require climbing, reaching, bending, stooping, crouching, crawling, kneeling, pushing, pulling, and lifting to 15 pounds.
- Driving for miscellaneous reasons