



Title: Administrative Assistant
Position: Supervised by Township Supervisor
Positions Supervised: None

Statement of Responsibilities: The Administrative Assistant is responsible for a wide variety of administrative assistance and general office support services for the Township Board ranging from moderate to complex in difficulty. The Administrative Assistant shall have an understanding of the Township's policies and ordinances and possess skills that allow for the people of Solon Township to understand and comply with the spirit and intent of all communications.

Specific Duties and Responsibilities:

1. Provide secretarial services for the Township including pick up and distribute mail, type documents, prepare letters and other correspondence, prepare memos, researches, gathers and organizes pertinent data and assembles into usable form.
2. Answer telephone calls and receive and assist walk-in visitors by ascertaining needs. Answer routine inquiries and/or refers to the appropriate person, department, or agency.
3. Process routine financial activity; collect fees, issue receipts, and turn funds over to Treasurer.
4. Update and maintain office forms and website. Oversee computer maintenance and work with IT on issues.
5. Establish and maintain files so documents can be filed and retrieved in an orderly manner.
6. Order supplies and equipment by obtaining any necessary approval of the board and interacting with vendors regarding specifications and availability of supplies and equipment.
7. Perform various other clerical, secretarial and administrative support services for meetings and special projects to facilitate the efficient operation of the township.
8. Perform wide variety of periodic tasks including supervising publication of the township newsletter and other promotional materials.
9. Research grant opportunities, assist with applications, serve as liaison for all grants.
10. Handle all aspects of Community Room rentals, from taking reservations to checking for damage and cleaning needs.
11. Assist Supervisor with fee information and prepare response packet for FOIA requests.

12. Assist public with Tax Assessing questions and make address changes in the Assessing Software.
13. Facilitate various building inspections with the appropriate inspectors as needed. Assist Building Department with permits and fees, input information into the Building Permit software, call individuals to pick up building permits. Reconcile monthly building permit software to building department's "notebook". Prepare monthly building department permits worksheet and deposit.
14. Take minutes of Planning Commission meetings and post to website.
15. Codify all ordinances as needed.
16. Carry out Policies and Ordinances adopted by the Board of Trustees. Facilitate the flow of ideas and information between and among elected officials, employees and citizens.

Knowledge, Skills and Abilities:

1. Excellent communication and interpersonal skills to deal tactfully and effectively with township residents, business people and visitors to the Township Offices; ability to interact with and coordinate activities with departments and staff.
2. Ability and initiative to work independently, and organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently.
3. High school diploma and additional training in word processing and other office technology; requires minimum 1 year of relevant experience; general knowledge of municipal government operations
4. Excellent written communication skills including correct English usage such as spelling, grammar, punctuation and vocabulary.
5. Must be competent in the use of the following: personal computer and server, multi-line telephone, general office equipment, calculator, copy machine, and fax.
6. Adept at record keeping, report preparation, filing methods and records management techniques.
7. Ability to lift boxes of paper, files and other office supplies weighing a minimum of 10 pounds on a daily basis to waist-high level; manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods.
8. Good judgment in making decisions in accordance with laws, ordinances, and regulations and departmental policies and procedures and interpreting them to the public with tact and courtesy.

The above information is general in nature only and is not an exhaustive statement of duties, responsibilities or requirements for the position.