

CANTON TOWNSHIP JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT PART TIME

Purpose of the Position

The Administrative Assistant works for the Administrative Office Manager and will assist that individual with the successful completion of all Central Administration Office functions while supporting applicable departments and department leaders as well as the Board of Trustees. This position will also be responsible for supporting the Administrative Office Manager in building and maintaining successful systems and processes whereby residents, businesses, organizations, and vendors experience efficient and solution-oriented interactions and outcomes with Canton Township.

Responsibilities and Duties

The Administrative Assistant shall, under the direction of the Administrative Office Manager:

- Assist the Public Works Director and Assistant Zoning Director, as warranted.
- Receive, open and distribute all incoming mail and respond, as appropriate.
- Manage the intake and approval process for township facility/grounds reservations including organization of paperwork, insurance, and scheduling coordination.
- Assist with planning and executing township sponsored events, as assigned.
- Supporting maintenance of online calendar and reservation systems.
- Support the intake of telephone calls, telecom system including voicemail, personal visits, electronic, online, systems, and social media interactions/inquiries and assist the Office Manager with assembly of the appropriate documentation of concerns for review and recommendation of process improvement and resolution, personally solution interactions as necessary and as authorized, and escalate concerns where appropriate.
- Assist with preparation of Public Works and Zoning bills for payment while maintaining necessary control logs of departmental expenses vs authorized budget. Maintain appropriate communication as required of bills and expense activity.
- Backup payroll functions, as needed.
- Assist the Administrative Office Manager in the use of directed communication systems including preparation of meeting highlights, township website, Constant Contact, use of social media, LED sign systems, and preparation of printed items such as newsletters and mailings.
- Support the tracking of fees received/accounts receivable for any departments supported.
- Assist with tracking of purchase orders and blanket certificates for departments supported.
- Assist with ordering of supplies and help the Administrative Office Manager to secure best available pricing or efficient ordering systems.
- Work within the Cartegraph system, wherever possible, in the execution of administrative tasks to effectively record township assets, task assignment, and cost factoring.
- Be familiar with and follow all sections of the Canton Township Employee Handbook, especially, "Contact with the Media".

- Perform additional duties and responsibilities as assigned.

Required Knowledge and Skills

- Some experience interacting with people in-person, electronically, or in correspondence while navigating processes, and systems in the execution of work described or similar
- Be capable of receiving direction from and implementing developmental feedback from the Administrative Office Manager.
- Possess exemplary de-escalation skills while communicating with all potential points of interface with the public and fellow employees.
- Be capable of interacting professionally and effectively with township personnel, the community, community leaders, and organizations.
- Possess necessary technical skills to be able to utilize desktop hardware and general office equipment and office systems
- Possess proficient spreadsheet, word processing, and database skills
- Be able to communicate succinctly and effectively, both orally and in writing.
- Possesses excellent organizational and time management skills.
- Report for duty dependably and punctually.
- Be able to prioritize task assignments.
- Be able to understand and follow oral and written instructions.
- Be able to work independently or as a team with others.

Qualifications

- High school graduate, some related work experience preferred.
- Possess, retain and maintain a valid Ohio Driver's License and be insurable through the Township's insurance carrier.
- Become and sustain a valid Ohio Notary Public status.

Physical Demands

- Frequently required to: sit and talk or listen, use hands to touch, handle, hold, operate tools/controls, objects and reach with arms. Must be able to occasionally lift and/or move up to 20 pounds. Visual acuity for near and far vision and ability to adjust focus.

Work Environment

- The work environments of this position are performed in a climate-controlled office normally while some events may occur outdoors.

Work Hours

- This position will work up to 24 hours per week and be flexible to support township sponsored events.

Salary

- Pay range \$20.00 - \$22.00 per hour based upon experience, skills, and education of the successful applicant.