

POSITION DESCRIPTION



Executive Administrative Assistant:

The City of Northwood, Ohio is looking for a competent *Executive Administrative Assistant* to support the mayor, city administrator and senior staff. The position will be responsible for organizing and maintaining official schedules and performing a variety of administrative tasks.

The successful applicant must be a quick professional with great time management and multitasking abilities. It is with the *executive administrative assistant's* diligence and competence in their work that the mayor and administrator can focus on their managerial responsibilities.

The *executive administrative assistant's* goal is to contribute to the efficiency of the overall business of the city by ensuring all assigned administrative duties are carried on timely and efficiently.

Please submit a resume' and cover letter by the end of business December 16, 2016 to the Office of the City Administrator, 6000 Wales Road, Northwood, Ohio 43619.

Salary range is \$41,600 to \$44,720. City offers generously subsidized retirement (OPERS), health, dental, and life insurance.

The City of Northwood is an equal opportunity employer.

CLASSIFICATION TITLE: *Executive Administrative Assistant* **INCUMBENT:** N/A

REPORTS TO: City Administrator **FLSA STATUS:** Exempt

DEPARTMENT: Administration **CIVIL SERVICE STATUS:** Unclassified

PAY STATUS/REF: Salary **EMPLOYMENT STATUS:** FT/Regular

JOB RESPONSIBILITIES

Under the primary direction of the City Administrator, this position will provide personalized secretarial and administrative support in a well-organized and timely manner to the City's Mayor and City Administrator. This position will work on a variety of tasks related to these executives' work and work communications.

The responsibilities of this position include but are not limited to: (All responsibilities are in accordance with Northwood City Policies and Procedures.)

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- Acting as a point of contact between the executives and clients (which includes the general public, other agency personnel and vendors, etc.)
- Handling confidential information and documents ensuring they remain secure
- Maintaining and updating in a timely manner the City website and electronic message board
- Receiving calls, taking messages and routing correspondence
- Handling requests and queries in a timely and appropriate manner
- Producing responses to inquiries, reports, presentations and briefs in a timely manner
- Maintaining (and arranging if necessary) meeting and appointment schedules with reminders
- Making necessary meeting arrangements
- Taking dictation and minutes and accurately entering data
- Carrying out an efficient documentation and filing system
- *Working as the City Council Clerk with the duties and responsibilities as set forth in the Northwood City Charter (Article IV, Section 6.02)*

Executive Administrative Assistants must be quick professionals with great time management and multi-tasking abilities. It is with their diligence and competence in their work that the mayor and administrator can focus on their managerial responsibilities without worrying about other tasks.

ILLUSTRATIVE DUTIES AND FUNCTIONS OF THE CLASSIFICATION

- Communicates with public officials, community agencies, media, and general public
- Receives and responds to inquiries in person, by telephone or other electronic communications
- Interprets and analysis information and makes recommendations
- Attends and participates in meetings and related events
- Maintains and secures files
- Accurately and properly keeps all of the records of the Civil Service Commission and records of all applications for examinations and all examinations conducted by it
- Operates a typewriter, dictation machine, computer, and other office equipment.
- Prepares correspondence, reports, and documents
- Performs basic mathematics
- Sorts and files records and documents
- Receives, sorts and distributes mail
- Demonstrates regular and predictable attendance

EQUIPMENT OPERATED

Telephone, computer, printer, copy machine, facsimile machines, scanner, dictation machine, and miscellaneous office equipment.

QUALIFICATIONS:

- Proven experience as executive administrative assistant or in other secretarial position
- Outstanding “people” skills
- Proficient in MS Office and “back office” software (e.g. ERP)
- Up-to-date with advancements in office gadgets and applications
- Excellent knowledge of office management systems and procedures
- Proficiency in English

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- High level of verbal and written communication skills
- Excellent organizational and time management skills
- Integrity, discretion and confidentiality
- Any combination of education, training and work experience which indicates possession of the knowledge, skills, and abilities, listed above.

LICENSURE OF CERTIFICATION FREQUIREMENTS

Possession of a valid standard State of Ohio vehicle operator's license.

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the position's supervisor, appointing authority, or designee.