



Position Description

Position Title: Administrative Assistant

Reports To: Township Administrator

Employment Status: Full-Time

Work Location: 1535 Clough Pk., Batavia, Ohio 45103

FLSA Status: Non-Exempt

Pay Range Dependent on Experience: \$20-\$22 + benefits.

An Equal Opportunity Employer

Under the supervision of the Township Administrator. Serves as administrative support to the Board of Trustees and Fiscal Officer, Township Administrator, the Planning & Zoning and Service staff. Serves as a receptionist and dispenses information to residents, visitors, and Township personnel. Performs a variety of administrative and project management assistance; responsible for maintaining public records of the Township.

Education/ Experience

- High School Diploma or equivalent education.
- Progressively responsible administrative assistance or project management experience.
- Demonstrated experience with local government or a public district is preferred.

Minimum Acceptable Characteristics and Abilities

- Demonstrates regular and predictable attendance and adheres to the policies of Batavia Township.
- Demonstrates a friendly approach with the internal staff and public on the phone and face-to-face.
- Ability to respond to routine inquiries from public officials and the public.
- Ability to work under limited supervision with a focus on detail; Ability to manage confidential information appropriately.
- Working knowledge of office automation and Microsoft Office software products.
- Possesses and maintains a valid driver's license; Ability to attain or maintain Notary Public commission.

Essential Functions and Responsibilities

- Assures readiness of the front office daily.
- Answers telephones, provides general information and routes correspondence to the appropriate department or person.
- Schedules meetings and events held at the Township Community Center (including the shelters within the park).
- Assists in the production of letters, notices, permits, copies, mailings, typing, transcribing, and filing.
- Serves as the secretary to the Township Zoning Commission and Board of Zoning Appeals – Two total evening meetings per month.
- Completes other related duties as required.

General Workplace Matters

- The primary work location is at the Batavia Township Community Center.
- While performing the duties of the job, the employee is frequently required to walk, sit, and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds and handle materials and supplies. Specific vision abilities required by this job include close vision and the ability to focus.
- May encounter potentially emotional or enthusiastic persons.



Batavia Township Community Center
1535 Clough Pk., Batavia, Ohio 45103

Disclaimer and Employee Acknowledgment

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Signature

Printed Name

Date

How To Apply

This document and the Batavia Township employment application can be found on the main page of BataviaTownship.org. Please drop off or mail this signed document, your resume, a cover letter, and the employment application to *The Batavia Township Community Center - 1535 Clough Pk., Batavia, Ohio 45103; Attn: Karen Swartz, Interim Township Administrator.*

Deadline to apply is 1/23/23