

The City of Olmsted Falls is seeking an Administrative Assistant/Secretary

Qualified applicants shall have no less than one (1) year of secretary or receptionist experience. This position will assist various city departments as well as interaction with general public.

Starting rate is commensurate with experience. Applications can be obtained on the City of Olmsted Falls website at www.olmstedfalls.org. Applications and/or resumes must be submitted no later than 4:00 p.m. on October 6, 2023, by mail to Olmsted Falls City Administration Building, 26100 Bagley Road, Olmsted Falls, Ohio 44138, to the attention of Angi Mancini, or by email to amancini@olmstedfalls.org.

The City of Olmsted Falls is an equal opportunity employer.

POSITION DESCRIPTION

Class Title:	Administrative Assistant (FT), or Secretary (PT)	Union Status:	No/Exempt
Department:	Various	Location:	City Hall
Date:	September, 2023	Pay Range:	Per Ordinance, commensurate with experience

GENERAL PURPOSE:

The duties of this position are to assist City departments and the public in the performance of all duties set forth in the City Charter. In addition, there may be other duties assigned by the Mayor in support of the administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position will include various administrative and secretarial duties throughout the City. Specifically, the following duties and responsibilities will apply. Other administrative duties may apply as requested by the Mayor.

- Respond to individuals needing written communication (i.e. letters, memos, faxes, and emails).
- Checking voicemail messages.
- Answering and directing phone calls.
- Open, date, sort and distribute incoming mail.
- Support office staff, as outlined by the Mayor.
- Maintain updates in office operations manual, and personnel policies and procedures manual, so that function of the office is kept up-to-date and is easily accessible to others.
- Assist with collection of media and public communication, including public outreach on social media and newsletters.
- As necessary, update any printed materials so that information is accurate and current.
- Assist the Mayor with event planning and coordination of activities.
- Perform backup duties for various administrative functions, as requested by the Mayor.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Degree or closely related field with related experience
- No less than one (1) year of secretary or receptionist experience or training

Ability to:

- Protect the reputation and integrity of others through strict confidentiality
- Display the ability to communicate well, both verbally and written
- Create an environment that is inviting to people passing through on a daily basis
- Develop a procedure for handling complaints and problems.
- Active cooperation in scheduling and planning, to see that the goals and objectives of the company are being realized. This assumes a firsthand knowledge of current policies, procedures and programs of the company.
- Interact with City officials, co-workers, other management staff, and the general public to establish and maintain effective working relationships.
- Respond to residents requests for information and assistance.

TOOLS AND EQUIPMENT USED:

Knowledge of operation and use of office equipment including, but not limited to; personal computer, including spreadsheet and word processing software, adding machine, fax machine, copier, telephone, computer printers, and modem communications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to use hands and fingers to operate equipment generally found in an office setting. The employee is frequently require to walk, sit, stand, talk, and hear.

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include, but are not limited to, close vision, color vision, peripheral vision, and the ability to adjust focus. The mental demands of this position include varied degrees of occasional stress.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to those conditions representative of an office settings. The noise level in the work environment is moderately quiet.

Employee is eligible to work remotely, when needed and appropriate.

SELECTION GUIDELINES:

The Administrative Assistant or Secretary will be selected after a formal application procedure, education and experience rating, oral interview, and reference check. Job related tests may be required.

OTHER

Applications can be obtained on the City of Olmsted Falls website at www.olmstedfalls.org. Applications and/or resumes must be submitted no later than 4:00 p.m. on October 6, 2023 by mail to Olmsted Falls City Administration Building, 26100 Bagley Road, Olmsted Falls, Ohio 44138, to the attention of Angi Mancini, or by email to amancini@olmstedfalls.org.

The City of Olmsted Falls is an equal opportunity employer.

APPROVAL:

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employee agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.