

**CITY OF NORTH OLMSTED
ECONOMIC & COMMUNITY DEVELOPMENT
ADMINISTRATIVE SECRETARY**

The City of North Olmsted Department of Economic & Community Development is seeking a Full Time Administrative Secretary. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Performs diverse, routine, and complex administrative support activities including preparing and composing correspondence and reports, answering telephones, providing customer assistance, receiving the public, distributing documents and information, developing record management systems, arranging meetings, coordinating communications between departments or the general public, and assisting in the administration of the standing operating policies and procedures of the Economic and Community Development Department. Responsible to use Munis software as required for departmental functioning.

QUALIFICATIONS: An example of acceptable qualifications:

High school or GED equivalent supplemented by coursework in business or secretarial science, computer applications utilization and sufficiently responsible secretarial support experience, plus two (2) years practical experience in general office environment (government experience preferred); associate's or bachelor's degree preferred; or an equivalent combination of related education and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's License; must remain insurable under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer, telephone, copy machine, facsimile machine, calculator, typewriter.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public. Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Prepares agendas, minutes and related correspondence for boards and commissions; attends boards and commission meetings as directed; assists with planning of special events; etc.
2. Performs confidential administrative support functions for Economic and Community Development Department; handles matters of a confidential or sensitive nature; assists with development and improvement of record management systems, work order tracking or related processes to facilitate data retrieval and departmental information needs; uses knowledge of City operations, policies and procedures to handle a variety of matters on behalf of Department and to make frequent contracts with top officials within the City and externally; answers inquiries regarding interpretation of policies, rules and regulations; etc.
3. Compiles and prepares correspondence, statements, reports, documents, records and other related material from source material; uses judgment in evaluating validity of data to ensure reporting accuracy; determines layout and format for documents; responds to public records requests; gathers and prepares data for variety of studies, reports, and related information.
4. Maintains and coordinates communication between supervisors and other governmental officials and public in general.
5. Assists Director of Economic & Community Development with monitoring of overall operations; assists with preparation of monthly and annual reports and budgets; gathers and prepares data for a variety of studies, reports, and related information; etc.
6. Responds to telephone calls and visitors; responds to inquiries and complaints or directs non-routine matters to the appropriate authority for disposition; etc.
7. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* public relations; records preparation and management; office practices and procedures; English grammar and spelling; basic contract requirements*; Microsoft Office products; basic accounting; Munis Software.*

Skill in: computer operation; typing; word processing and use of spreadsheet computer programs; use of modern office equipment.

Ability to: carry out instructions in written, oral or picture form; deal with many variables and determine specific action; exercise independent judgment and discretion; schedule, organize, prioritize work assignment, project tasks and assignments; comprehend reference books, manuals, codified ordinances, Ohio Revised Code, maps, handbooks, etc.; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports, letters, memorandums, correspondence with proper format, punctuation, grammar, etc.; use proper research methods to gather data; communicate effectively; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; perform all physical requirements of the position; maintain confidentiality.

POSITIONS DIRECTLY SUPERVISED: None

Starting Salary Range

\$42,342.56 annual - \$70,266.82 annual