

**CITY OF NORTH OLMSTED
SAFETY DEPARTMENT
ADMINISTRATIVE SECRETARY**

The City of North Olmsted Safety Department 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:

Appointed by the Director of Public Safety and working under the managerial direction of the Director of Public Safety, the Administrative Secretary is responsible to assist the Director by performing secretarial, scheduling, recording, and information retrieval duties; to aide and promote the efficient operations of the Public Safety Department; and to perform or assist with all aspects of the operations of the Public Safety Department including maintenance of routine, varied and difficult administrative work involving the preparation and maintenance of various forms required of assigned department(s), i.e., personnel forms, invoices, work orders, purchase orders or safety-related records. Maintains departmental program/project records, reports, files, and related documentation, to include fiscal and budget records. Responsible to use Munis software as required for departmental functioning. The Department of Public Safety includes three divisions: Building, Fire and Police.

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 administrative support experience, plus five (5) years practical experience in general office environment (government experience preferred); experience in preparation of request for proposals and/or contracts relative to grants, budgets, and city-related projects; or an equivalent combination of related education and experience. Associate's or Bachelor's degree preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

May possess a valid State of Ohio Driver's License; the ability to maintain insurability under the City's vehicle insurance policy.

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

Personal computer, printer, copy machine, scanner, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push or pull objects 30 lbs. or less.

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. Performs confidential administrative support functions for the Director; handles matters of a confidential or sensitive nature; assists the Director in processing reports, documents, and forms; reviews documents and data for compliance and accuracy.
2. Compiles and prepares correspondence, statements, reports, meeting minutes, documents, records and other related documents 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 a variety of studies, reports, and relating information; composes and prepares correspondence on a variety of personnel matters.
3. Maintains a calendar of events and meetings for Director; coordinates communications between the Director and other governmental officials or the public in general. Maintains all departmental records in accordance with established Records Commission approved schedules.
4. Responds to telephone calls and visitors; assists residents with complaints regarding any city-related activity including, but not limited to, processing and registering permits and any safety concerns such as speeding; effectively meets and communicates verbally and in writing with residents, consultants, developers, owners, supervisors, employees and the general public; assists any public safety division with their departmental budget (i.e., purchase orders, budgets, accounts payable, cash receipts, permits, etc.); gathers documentation and fulfills necessary requirements of various grant opportunities to formally seek funding on the behalf of the City.

5. Performs other administrative support functions for managers, supervisors and staff; schedules assigned meetings and conferences; coordinates arrangements and sets up meeting materials, from rough notes, drafts, oral instructions; types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, agreements, agenda, contracts, legal documents, technical charts, and other specialized materials ranging from routine to complex informational materials, and checks material for accuracy and completeness and for compliance with policies and regulations; reviews, determines the priority of and routes department's incoming correspondence.
6. Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the assigned Department and its Divisions; creates, edits and processes memoranda, legal, and technical documents and other communications.
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; Microsoft Office products; basic accounting; Munis Software.*

Skill in: computer operation; typing; word processing and use of Microsoft Office Suite of Applications; use of modern office equipment; online research; transferring and downloading large data files; office organization, and time management.

Ability to: carry out instructions in written, oral or image 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

\$34,424.52 annual - \$70,266.82 annual