



HAMILTON TOWNSHIP

POSITION TITLE:	Administrative Assistant
DEPARTMENT:	Public Works
IMMEDIATE SUPERVISOR:	Public Works Director
CLASSIFICATION:	Hourly, Non-Exempt
SALARY RANGE:	\$33,280 - \$37,440 (DOQ)

Job Description

Reports directly to the Director of Public Works. Provides a variety of routine and complex administrative, clerical and technical work in assistance to Director of Public Works; performing day-to-day tasks necessary to ensure accurate and timely performance of duties.

Job Requirements: Minimum Qualifications Skills

- High School Diploma or equivalent
- Minimum of three (3) years related experience or any combination of training and experience that indicate possession of skills, knowledge, and abilities listed within this description.
- Prior experience as Administrative Assistant preferred
- Experience in budget preparation
- Experience in communicating and handling a variety of customer service issues
- Experience in office organization

Knowledge, Skills & Abilities

- Valid Ohio Drivers' License.
- Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- Articulate and present a positive professional image both in person and on the telephone.
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Maintain tact and courtesy when interacting with the public and employees.
- Communicate well both verbally and in writing.
- Possess strong organizational, time management, and multi-tasking skills.
- Maintain records and prepare reports.
- Research and prepare reports in a well-organized form.

- Maintain confidentiality of material.
- Must have ability to follow instructions, solve problems and work with minimal supervision
- Proficient in using current Microsoft applications, in addition to other related resources.

Essential Functions

- Answer and direct calls, return phone calls
- Responsible for administrative support to assist the Public Works Director
- Assist in records that may involve HIPAA and privacy considerations
- Operates as confidential aide to the Public Works Director
- Coordinates and manages schedules and appointments
- Coordinate, plan and prepare for meetings
- Maintains all sensitive and confidential files, records and materials specific to the office of the Public Works Director
- Assist with monitoring certification compliance
- Assists in the preparation of budget information and presentations
- On occasion perform administrative errands using company vehicle
- Processes invoices, expense reports; tracks and monitors invoices charged against purchase authorizations and purchase requisitions
- Organizes and maintains department records and files
- Works as a team member with other support staff to ensure smooth operation of day-to-day business within the department
- Serves in other clerical roles, as needed
- Perform all other related duties as assigned by the Public Works Director
- All other duties as assigned by the Township Administrator

Teamwork and Participation

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Communicate in a positive and respectful manner with customers and residents.
- Demonstrate flexibility and cooperative attitude when faced with change.

Equipment

- Personal computer, Microsoft Office software, calculator, printers, copiers, telephone, fax machine, postal meter, and others.

Physical Demands

- The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Needs to be able to climb stairs.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The duties of this job are performed inside a climate-controlled office setting.

Selection Process

- Formal application; rating of education and experience; oral interview; reference check; CVSA; drug and alcohol test; job related tests may be required.
- The duties listed above are intended only as illustrations 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of a CVSA, drug and alcohol test, and background check.