



## NOTICE OF EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE ASSISTANT

Apply in person by **3:00pm, February 21, 2013** at the Village of Johnstown Administration Office located at 599 South Main Street, Johnstown, Ohio 43031.

For additional information contact Heber Howard, Finance Director at (740) 967- 3177 or [hhoward@villageofjohnstown.org](mailto:hhoward@villageofjohnstown.org)

The Village of Johnstown is an Equal Opportunity Employer.

#### **FUNCTION**

The Village of Johnstown is seeking an individual to be the face of the Village upon entering the Administrative Office. The successful individual will have constant contact with the public through walk-ins, email and telephone. The Administrative Assistant is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The Administrative Assistant reports to the Finance Director and is responsible for providing office management services which includes maintaining office services and efficiency and maintaining office records.

#### **COMPENSATION:**

\$13.00 per hour plus benefits. 40 hours per week.

#### **SUPERVISION RECEIVED**

Work is performed under general supervision of the Finance Director.

#### **SUPERVISION EXERCISED**

None

#### **EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS**

- Serve as Clerk of Council
- Attend Village Council, Planning & Zoning Commission, Committee of Council and other meetings as necessary; prepare meeting minutes for each
- Serve as backup to Utility Billing Manager
- Draft and/or update Village ordinances, forms and applications
- Design and implement office policies
- Establish office standards and procedures
- Organize office operations and procedures
- Control correspondences
- Review and approve supply requisitions
- Communicate with other agencies, organizations and groups
- Maintain office equipment

- Design filing systems and document management systems (electronic and paper)
- Ensure filing systems are maintained and up to date
- Define procedures for record retention
- Ensure effective transfer of files and records
- Transfer and dispose records according to retention schedules and policies
- Ensure personnel files are up to date and secure
- Maintain and replenish inventory
- Check stock to determine inventory levels
- Anticipate needed supplies
- Verify receipt of supply
- Perform other related duties as required

### **WORK CONTACTS**

Frequent contacts with associate personnel, general public, general business community, and other Village Departments to obtain and provide accurate information. Work requires the exercise of initiative and independent judgment in interpreting and insuring office policies are followed.

### **CONDITIONS OF WORK**

The Administrative Assistant will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Administrative Assistant will also have to do some lifting of supplies and materials from time to time. The incumbent must also deal with a wide variety of people on various issues.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening
- Communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including spreadsheet and word-processing programs, and e-mail at a highly proficient level
- Stress management skills
- Time management skills

The incumbent must maintain strict confidentiality in performing the duties requested by the Village Manager and other administration staff. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethic

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school diploma or equivalent with three (3) or more years working in a professional, administrative government setting. The incumbent would normally attain the required knowledge and skills through completion of office procedures coursework combined with related financial and administrative experience OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.