**JOB POSTING**

**ADMINISTRATIVE ASSISTANT**. The Village of Yellow Springs has a full-time position available for a **Administrative Assistant**. This position will be responsible for the performance of clerical duties for the departments of Administration and Public Works. Application forms and a complete job description are available at 100 Dayton Street, Yellow Springs, OH 45387 or online at [www.yso.com](http://www.yso.com). Deadline to return applications to the Village via email to Jennifer Campbell at [JCampbell@vil.yellowsprings.oh.us](mailto:JCampbell@vil.yellowsprings.oh.us) on Friday, July 16, 2021 at 8:00 am. EOE

JOB TITLE: Administrative Assistant

**REPORTS TO:**  Village Manager

**EMPLOYMENT STATUS:**  Full-Time Regular

**FLSA:** Non-Exempt

**GENERAL SUMMARY**

Under the direction of the Village Manager, the Administrative Assistant is a dual-role position responsible for the performance of clerical duties for the departments of Administration and Public Works.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Provides customer service to incoming callers and visitors by responding to inquiries from public officials, village staff, and the general public, and screens and refers, when necessary, to appropriate persons.
* Utilizes Word, Excel, Powerpoint, and Adobe for processing of correspondence, reports, memorandums, requests for proposals, and other documents often containing complex, sensitive or confidential information from oral instruction or written text and proofreads final documents.
* Schedules and coordinates meetings and appointments for Village Manager, Village Departments including, but not limited to, Streets, Parks and Recreation, Electric and Water Distribution, Water/Wastewater, and Planning and Zoning, Village Council, Clerk of Council, and Village Boards and Commissions
* Sets up meetings room and events, as required.
* Attends meetings and takes notes/minutes as required; gathers source material for meetings and sends notices of meetings to Village personnel.
* Maintains files and records for the Village Manager’s Office including: Personnel files, Planning and Zoning Files, and Clerk of Council files. Implements an efficient system for other staff to access files and records.
* Maintains Administrative rights to the Village website and phone system and is responsible for keeping information current; works with VM and outside companies to contract for property/liability insurance, occupational health services, telecommunications services, etc.
* Provides administrative support other Village Departments including, but not limited to, Streets, Parks and Recreation, Electric and Water Distribution, Water/Wastewater, and Planning and Zoning.
* Supports and processes permit application for zoning and events
* Research historical information (ie. Zoning Code, YS records) to support Village Departments, Village Council, and Clerk of Council
* Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
* Responds to and resolves administrative inquiries and questions.
* Coordinates building security, including but not limited to: door lock schedule and employee badging.
* Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
* Maintains office supplies and coordinates maintenance of office equipment.
* Performs or facilitates maintenance of office equipment including cleaning, maintenance, and repairs.
* Maintains inventory of office supplies; orders new supplies as needed.
* Checking and processing mail, e-mail, and phone messages
* Communicating and works effectively with other Village employees and customers.
* Perform other duties as assigned.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

* Graduation from High School or a GED certification is mandatory.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Ability to understand a broad knowledge of Village operations.
* Ability to build good report with Village Manager and Village Staff
* Understanding of standard clerical practices and office procedures.
* Maintain confidentiality of sensitive information.
* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Proficient in Microsoft Office Suite or related software.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Basic understanding of clerical procedures and systems such as recordkeeping and filing.
* Ability to work independently.
* Ability to pass a basic criminal history check and drug test.

**PHYSICAL REQUIREMENTS**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at a time.
* While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee must use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.
* Specific vision abilities required by this job include close vision and ability to adjust focus.
* Employee drives a vehicle for Village business.

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*