



JOB OPPORTUNITY

PART-TIME EXECUTIVE ASSISTANT

Current Pay Range (F): \$20.27 - \$28.59 per hour (depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is accepting applications for the position of Executive Assistant within the City's Law Department. Work involves responsibility for performing a full range of complex executive secretarial and administrative support duties requiring discretion, confidentiality, judgement and tact. Position involves approximately 10 – 20 hours a week.

Minimum Qualifications

Please review the Minimum Qualifications section found on the attached job description.

How to Apply

Employment application forms may be printed at www.hudson.oh.us or obtained at Hudson City Hall, 1140 Terex Road, Hudson, Ohio, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Completed employment application with resume attached may be submitted by email to HumanResources@hudson.oh.us or mailed to City of Hudson/HR, Attn: Part-Time Executive Assistant, 1140 Terex Road, Hudson, Ohio 44236. **Completed application with resume must be received no later than 4:00 p.m. on March 6, 2020.** EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 2/13/20

City of Hudson, Ohio
EXECUTIVE ASSISTANT

FLSA Status: N

Class Code: Non-bargaining

Updated: 2/13/2020

CLASS SUMMARY

Performs advanced secretarial and administrative support work in serving senior officials or City-wide functions. Work involves responsibility for performing a full range of complex, executive secretarial and administrative support duties requiring discretion, confidentiality, judgment, and tact. Relieves supervisor of routine administrative tasks and ensures smooth and efficient office operation. An employee assigned to a position in this class is responsible for the clerical operation of major work units, requiring frequent contacts with the public and most senior officials of the City. Positions in this classification require performance of responsible administrative support tasks. The work involves a wide variety of secretarial functions and activities, including technical typing, word processing, and public relations. Employees frequently work independently. Work is performed under general supervision, with latitude for independent actions, and is reviewed through conferences, meetings, and review of completed work for the achievement of desired results as well as the annual performance review.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Performs a variety of administrative tasks in relieving a department manager or other personnel of important administrative details; conducts responsible research and gathers information for meetings, reports and other purposes.

Prepares letters, statements, reports, memoranda, minutes, and a variety of correspondence from dictation, notes or rough draft; composes correspondence without instruction or review, based on knowledge of departmental operations, policies and procedures; assures the accuracy of outgoing materials; edits for grammar, spelling, punctuation, style and format and makes corrections as necessary.

Formats and prepares complex reports, statistical tables, and charts using a personal computer and word processing, spreadsheet and database software; collects, organizes and verifies the accuracy of data and information entered into databases.

Receives telephone calls and visitors for city departments; determines the nature of calls and the purpose of visits; provides information within areas of discretion and authority or directions to appropriate staff or office; answers inquires or forwards calls and takes messages; provides general assistance and back-up support to other office staff.

Receives and reviews correspondence coming into the office; identifies important correspondence that needs immediate attention and routes to the department manager or other staff members for appropriate action or response.

Establishes and maintains manual and automated files and records; ensures confidentiality of files and records and uses discretion in controlling access to and release of information.

Assists in preparing the department budget and budget amendments; assists in monitoring budget expenditures.

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May maintain department managers' daily calendar; arranges and schedules appointments, meetings and conferences; makes travel and lodging arrangements for department managers and/or Board or Commission members.

May order office supplies and copy paper and maintains records for the purchases; maintain postage meter records.

May type and distribute city-wide correspondence to all residents of Hudson and assist with coordination of city activities or events.

May receive applications and/or resumes for advertised positions; maintain recruitment files; send letters to applicants regarding status of application and/or recruitment process; coordinate times for pre-employment physical examination; prepare and type eligibility lists.

May provide administrative support to a City Commission, coordinating all aspects of cases from initial submission to final resolution and submission to the City Council; may act as Clerk of Council as needed.

Must have regular, reliable, and punctual attendance.

Must follow and comply with City rules and policies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Work is primarily performed in an office environment. Work involves sitting for long periods of time, standing, bending, walking, climbing stairs, lifting and carrying objects weighing up to 30 pounds, using hands and fingers to operate computers and other office equipment. Work involves exposure to normal everyday risks typical of offices.

Work is subject to frequent interruptions.

From time-to-time, activities result in contact with irate citizens, applicants or employees.

Duties involve exposure to normal, everyday risks related to contact with the public.

MINIMUM QUALIFICATIONS

Work requires possession of a high school diploma or GED certificate, and considerable responsible experience in secretarial and administrative work, or an equivalent combination of education and experience that provides the following knowledge, abilities and skills:

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Knowledge of secretarial practices and procedures.

Knowledge of department operations and organization structure, and administrative policies and procedures.

Knowledge of, or ability to quickly learn policies, procedures and equipment of the department/office to which assigned, the organization and mission and staff of the various Hudson departments.

Knowledge of business English, spelling and arithmetic.

Knowledge of computers and their application to the preparation and maintenance of records.

Ability to communicate effectively, both orally and in writing.

Ability to compose letters and other correspondence on a variety of administrative matters, and to prepare and maintain administrative and fiscal records.

Skill in the operation of a personal computer and word processing, spreadsheet, and database software, and in the preparation and maintenance of automated records and files.

Skill in establishing and maintaining effective working relationships with supervisors, city officials, employees of other departments, and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

None required.