

JOB DESCRIPTION

POSITION TITLE:	Administrative Assistant
DEPARTMENT:	Geauga County Planning Commission
COMPENSATION:	14.54 per hour
HOURS:	Part-time, Monday, Tuesday, Thursday 8:00 a.m. to 4:30 p.m. or as otherwise may be required

GENERAL DUTIES AND RESPONSIBILITIES: Under the supervision of the Director, the duties and responsibilities of the Administrative Assistant include, but are not necessarily limited to, the following:

1. Maintains records, databases, directories, files and filing system, types, copies, transcribes, schedules meetings and appointments, drafts correspondence, prepares mailings, opens and distributes mail, greets visitors, answers telephones and directs calls, takes messages, and prepares for meetings as may be required.
2. Prepares Planning Commission packets and PowerPoint presentation, attends Planning Commission meetings, runs PowerPoint Presentation, takes notes, and prepares accurate meeting minutes
3. Prepares payroll, purchase orders, vouchers, and coordinates bookkeeping/bill paying via County's electronic finance program
4. Procures supplies and equipment as may be needed for the operation of the department.
5. Responds to requests for information.
6. Prepares maps, charts, tables of limited complexity.
7. Operates a variety of office equipment, including computer and related software, printer, calculator, fax, scanner, and plotter.
8. Works in a team fashion with other staff members to complete assigned tasks.
9. Attends workshops and other training opportunities to enhance professional development.
10. Performs other related duties as may be assigned.

The foregoing is meant to describe the general nature of the work to be performed. This is not an all-inclusive list of components of the job duties to be assigned and completed.

MINIMUM QUALIFICATIONS

1. Bachelor or associate degree in public administration or related field from an accredited college or university required.
2. One (1) year of relevant work experience. Two (2) years of experience preferred.
3. Capability to become familiar with the Geauga County Subdivision Regulations and township zoning resolutions.
4. Excellent writing, speaking, computer, and interpersonal skills.

5. Ability to operate basic office equipment including personal computer, printer, calculator, fax, scanner, plotter, and phone system.
6. Experience with, and working knowledge of, Microsoft office software, PowerPoint, and related applications.
7. Ability to follow verbal and written instructions.
8. Highly organized and the ability to work independently to complete assignments.
9. Knowledge of public relations.
10. Ability to establish and maintain cooperative and effective working relationships with others.

OTHER REQUIREMENTS

1. Must pass (text negative) pre-employment drug test.
2. Must possess a valid Ohio driver's license with acceptable driving record and be a U.S. citizen.
3. Be available to work a flexible schedule based on the needs of the department.
4. Is subject to inside and outside environmental conditions.
5. Requires vision (which may be corrected) to read small print.
6. Requires upper and lower mobility.

To apply: Submit application, cover letter, and resume to the Geauga County Planning Commission, 470 Center Street, Chardon, Ohio 44024 or to planning@co.geauga.oh.us.