

BOARD OF TRUSTEES

Daniel Frederick
Gerald Nickoli
Mike Shover

FISCAL OFFICER

Zachary Rospert

**MILAN TOWNSHIP**

www.milantwp.org

MILAN TOWNSHIP

1518 State Route 113 E
Milan, Ohio 44846
419-499-2354

ZONING INSPECTOR

Colleen Arthur

JOB DESCRIPTION: Administrative Assistant

REPORTS TO: Township Trustees

GENERAL NATURE OF WORK:

This position supports the activities of the Trustees, Fiscal Officer, Fire Chief, Zoning Commission and township employees. This part-time position (12-15 hours per week) is responsible for a vast assortment clerical and organizational duties including agenda prep, compiling of minutes, handling phone and other communication inquiries, coordinating zoning correspondence with residents, along with other duties as assigned by the trustees.

ESSENTIAL RESPONSIBILITIES AND EXAMPLES OF DUTIES:

Mail: Sorts and distributes mail to various Township Departments; Organizes bills for payment; Responds to correspondence as appropriate.

Phone and Emails: Conducts regular office hours, and answers and returns all phone calls coming to the Township offices. Distributes messages and emails to appropriate departments, persons and government agencies. Assist residents with general inquiries.

Recordkeeping, Correspondence and Organization of Files: Attend Trustee meetings; Compile all necessary documents for the meetings, including Agendas and Minutes. Take comprehensive meeting notes; Keep orderly files, electronically when possible.

Administrative Duties for the Fiscal Officer: Prepare the fire department payroll, organize bills.

Administrative Duties for the ZBA and the Zoning Commission: Receives all requests for variances, conditional uses, and zoning changes. Assists applicants with the process. Prepares all necessary documents to the board members. Prepares and sends legal ads within required timelines. Prepares notifications to property owners within 500' of parcels under consideration, appellants, ERPC, Health Department, Trustees, Individual Board Members, library and other affected parties.

Township Hall Scheduling: Take reservations for the use of the Community Room and Ballroom. Show the Hall and answer questions and give instruction on lights, heat, elevator use, availability of tables/chairs, and user's responsibilities (clean up, trash removal, key return). Provide keys and monitor return.

Office: Monitor supplies, order as necessary. Keep facility orderly and clean.

PHYSICAL DEMANDS: Not a lot of strenuous activity. Most activities are indoors sitting at a desk. Does require some keyboarding and filing, but lifting is relatively limited.

REQUIRED KNOWLEDGE AND ABILITIES: Must be an organized individual with computer skills (word processing, and spreadsheet skills). Telephone etiquette with excellent communication and follow up skills are critical. An emphasis will be placed on file management and organization. Attention to detail is a must. This position is a key interface with the general public and residents of the township. As such a pleasant demeanor must be maintained through this interaction, along with maintaining an effective working relationships with Milan Township officials, fellow employees, and Milan Township residents.

QUALIFICATIONS: Completion of a high school education. Must be able to satisfy and adhere to Milan Township Drug Free Workplace policy.