

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Public Relation Coordinator/
Class Number:		Class Title:	Executive Assistant
Dept./Div.:	Administration	Employment Status:	Full-time
Reports to:	Administrator	FLSA Status; Pay:	Nonexempt
Normal Hours:	M-F, 8:00 a.m. – 5:00 p.m.	EEO Status:	06 – Administrative Support
DOT (closest applicable number):			

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; experience with personal computers, IT/social media and/or communications, both oral and written, with various entities and agencies; experience as an Executive and/or Administrative Assistant; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., Microsoft Office, Adobe, CMI, PageMaker, Photoshop), printer, copy machine, fax machine, calculator, postage meter, digital camera, DVD burner, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in or around crowds; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Oversees on-going community relation projects; assists with various economic development activities; implements and supervises programs designed to make the general public aware of the objectives of the organization; works directly with members of the public (both residents and businesses) and community groups to enhance the image of the organization and advance its objectives.
- 40% (2) Coordinates and implements internal and external communications and publications and media relations; oversees website development and maintenance; oversees organization's social media (Facebook, Twitter, Nixle, etc.).

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{2/14/2012 PDGRPCI 00092144.DOC}

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10% (3) Supervises municipal office receptionists and schedules front desk coverage; manages Municipal phone system and employee cell phone program; provides limited administrative support for Administrator, Assistant Administrator, Public Works Superintendent and Director of Parks and Facilities Management.

OTHER DUTIES AND RESPONSIBILITIES:

- (4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (5) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: public relations; media relations; community resources and services; office practices and procedures; budgeting; generally accepted accounting principles (GAAP); purchasing; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *workplace safety practices and procedures; government structure and process; office practices and procedures; English grammar and spelling; records management; office management.

Skill in: typing; data entry; word processing; computer operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; exercise independent judgment and discretion; determine material and equipment needs; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; operate office equipment;

POSITIONS DIRECTLY SUPERVISED:

Receptionist

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

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DOT (closest applicable number):			

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)