

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

| | | | |
|---|------------------------------|---------------------------|-----------------------------|
| Employee Name: | | Position Title: | Administrative Assistant |
| Class Number: | 111121 | Class Title: | Administrative Assistant |
| Dept./Div.: | Senior Center/Transportation | Employment Status: | Part-Time |
| Reports to: | Senior Services Manager | FLSA Status; Pay: | Nonexempt |
| Normal Hours: | M-F, As scheduled | EEO Status: | 06 – Administrative Support |
| DOT (closest applicable number): | 169.167-014 | | |

PURPOSE: Performs advanced or more complex administrative work for department. Provides administrative support to Senior Services Manager and performs office management. Requires the exercise of initiative, independent judgement, organizational skills, creativity, confidentiality and advanced administrative skills to a wide range of work situations. Work involves significant contact with general public.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; associate or bachelor's degree preferred; course work in office management; three (3) years experience as an administrative assistant; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver license and maintain insurability under the Municipality's vehicle insurance policy.

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

Automobile, personal computer, computer software (Microsoft Word, Excel, Publisher and PowerPoint, Canva and Rec Track software) security system, printer, copy machine, fax machine, laminator, digital camera 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.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 25 lbs or less; regularly carries objects 25 lbs or less; occasionally pushes objects 25 lbs or less; occasionally pulls objects 25 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:

- 45% (1) Reviews membership applications for accuracy and makes corrections as needed; files membership, resident ID, staff, employee wellness and senior center applications and receipts in accordance with established procedures; provides outstanding customer service; answers questions from the public, resolves problems, and processes any corrections; types correspondence, reports, records, and other related departmental documents; operates and maintains office equipment; ensures proper maintenance and repair of office equipment; orders office supplies; may work alongside Clerk and performs duties of

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Date Revised:

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Clerk as needed; performs duties of Manager in his/her absence.

- 30% (2) Assists with part-time staff training, performs maintenance of department website; creates new web pages/design for input and maintenance of PDF files on website.
- 20% (3) Helps plan and lead Sr. Center in house activities.
- 5% (4) Validates Senior memberships and schedules orientations;
- (5) Plans and participates in trips and outside events.
- (6) Controls alarm system on all doors; updates user lists; runs access reports when requested; assists in trouble shooting of alarm system.
- (7) Maintains contact with the general public to relay information regarding senior activities and events.
- (8) Produce and distribute transportation and Sr. Ctr. Reports when necessary troubleshoots software issues.
- (9) Create flyers, posters and communications with design software.
- (10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (12) Performs other related duties as assigned.
- (13) May work early morning, evenings and weekends as needed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: bookkeeping; budgeting; inventory control; purchasing; *municipal goals and objectives; *municipal policies and procedures; *government structure and process; *emergency medical care procedures; first aid and C.P.R. practice; public relations; *community resources and services; *office practices and

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procedures; English grammar and spelling; workplace safety; office management; *local geographical area; records management.

Skill in: data entry; computer operations; use of office equipment; written & oral communication; accounting.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; work alone on most tasks; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; provide outstanding customer service; respond to emergency situations; carry out instructions; to work under stressful conditions; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

(Signature of City of Groveport Representative)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

Date Revised: