

EMPLOYMENT OPPORTUNITY

BATH TOWNSHIP, SUMMIT COUNTY, OHIO

Full Time Executive Assistant

The Bath Township Board of Trustees seek qualified applicants to fill the full time Executive Assistant position in the Administration Office.

Pay rate: \$26-30/hr.

Work Schedule: Monday-Friday, 8:00 AM to 4:00 PM, On Site

Job Summary: The Executive Assistant is responsible for assisting the Township Administrator in an administrative and managerial capacity to support the general operations of the township. This employee functions in a highly confidential capacity and may act on behalf of the Township Administrator as requested.

- Supervises administrative and support staff in the Administration offices,
- Prepares correspondence, such as formal letters and memos, etc.
- Completes annual reporting requirements for various agencies,
- Drafts and develops grant applications,
- Manages and administers grants,
- Arranges meetings and travel arrangements for executive-level employees,
- Transcribes meetings and notes as need for various employees and township boards,
- Attends various meetings hosted by private, public and civic agencies on behalf of the township
- Plans and coordinates special projects, including employee events, award programs, ceremonies, etc.
- Assists with coordinating township involvement with neighboring communities,
- Serves as the employee healthcare coordinator,
- Maintains personnel records,
- Drafts and edits personnel policies as needed,
- Prepares all required information for Board of Trustees meetings, including notification to the media,
- Oversees the website and social media; may be requested to carryout public relations efforts through these platforms in an emergency,
- Generates media releases as requested by the Administrator,
- Assists with the development of the township newsletter,
- Tracks contract renewals,
- Maintains contract filing system,
- Handles correspondence received by the Board of Trustees and the Township Administrator,
- Drafts and edits Resolutions as needed,
- Facilitates various specialized tasks for managerial staff

MINIMUM QUALIFICATIONS:

EDUCATION/TRAINING: A Bachelor's Degree. Must have a minimum of three (3) years' experience in a supervisory role.

Applications and full job descriptions are available at www.bathtownship.org under the "How Do I" tab in the top bar of the home page. Applications must be received by November 30, 2022 at 4:00 PM. Email vsinopoli@bathtownship.org with any questions.

Due to the nature of this position, the selected candidate will be required to undergo an extensive background investigation as a pre-employment condition.