



Name of Organization: City of Deer Park, Ohio

Job title: Administrative Assistant to the City Manager of Deer Park, Ohio

Interested applicants should apply by March 1st, 2022. See city website to download employment application. Position initially established as part-time; approx. 20 hrs/week. Expected rate of pay is \$15 – \$20 /hr based on experience.

Job Purpose:

Professional administrative work primarily supporting the operations, administration, and functions of the City Manager's office. Assists with coordinating the internal activities of the public works department and solid waste services. Assists with operations supporting the municipality's administration and maintenance of the city-owned and leased facilities, as well as other duties in the public works arena. This professional must be able to multitask and interface with Finance Director/Tax Administrator, Tax Clerk, City Executive Secretary and Maintenance staff. Maintains strict confidentiality in matters pertaining to business of the City and especially the City Manager's office.

This role reports directly to the City Manager.

Key Responsibilities and Duties

1. Maintains the City Manager's official calendar
2. Assists the City Manager in avoiding scheduling conflicts
3. Fields telephone calls to the City Manager's office and directs them appropriately
4. Files and maintains all maps and surveys relevant to city property
5. Files and maintains planning documents and charts associated with city property
6. Maintains custody of purchase contracts done through the City Manager's office
7. Files all purchase contracts done through the City Manager's office
8. Assists with preparing financial report to submit to council at the end of each fiscal year
9. Assists in the issuance of permits from the City Manager's office

10. Assists with preparing a monthly report showing the status of city finances to submit to the city council
11. Maintains an updated record of municipal policies and procedures
12. Attends relevant meetings with city manager to record pertinent information
13. Updates employee manual as needed to ensure accuracy
14. Must be able to work with Department Managers and team members.
15. Must be able to be able to provide research material from State and Federal Government Agencies.
16. Or any other duties assigned by the City Manager.

Education and Experience

1. Bachelor's degree preferred
2. Proficiency in Microsoft Office programs required; must be able to provide GANT charts & other forecasting programs.
3. Experience in a related field of at least one year
4. Experience in managing budgets and/or organizational finance strongly preferred

=====

City website: www.deerpark-oh.gov