

# City of Mentor-on-the-Lake

## JOB DESCRIPTION

### Part-Time Secretary to the Mayor and Administrative Director

#### **FUNCTION:**

Provide the secretarial needs of both the Mayor and the Administrative Director. Act as support for the daily operation of City Hall including all memos, typing ordinances and resolutions for City Council and various other correspondence and reports. Front desk duties that require telephone and public contact; Clerk to the Civil Service Commission, Parks and Recreation Board and the Charter Review Commission.

#### **QUALIFICATIONS:**

Excellent written and verbal communication skills.

Knowledge of office procedures and equipment with at least 2 years of prior experience as a secretary with heavy public contact. Computer knowledge mandatory.

Self-starter; must be able to work independently or in groups; willing to learn new software programs, and cross-train as needed.

Must be reliable and have excellent attendance record.

#### **DUTIES AND RESPONSIBILITIES:**

Prepare and maintain office files, personnel records, correspondence, proclamations, etc.

Answer the phone, record messages and complaints for department heads and handle complaints as needed.

Maintain the City's Social Media, including the website, Facebook, twitter, etc.

Create and design the layout of the City newsletter.

Responsible for City Hall emails and voice mail messages, which require directing them to the appropriate department and answering those that are generally directed on a daily basis.

Schedule and coordinate meetings and preparation of calendars for both Mayor and Administrative Director.

Schedule and maintain the City's Community Room calendar (city meetings, special groups and residents).

Prepare and maintain all City Business Licenses, Special Event and Solicitor Permits.

Assist the Mayor and Administrative Director in the organization, planning and coordination of special City projects and events.

Attend City and School functions on behalf of the Mayor when he is unable to attend.

Assume the duties of the Service Department/Zoning Assistant in her absence.

Clerk to the Civil Service Commission

- Attend monthly (as needed) meetings and responsible for maintaining a permanent record of proceedings including press and compiling minutes.
- Responsible for procedures directly related to all Civil Service Examinations (legal notices, applications, exam purchase, etc.). Proctor examinations and be responsible for the preparation of final documentation of results.

Clerk to the Parks and Recreation Board

- Attend monthly meetings and responsible for maintaining a permanent record of proceedings including press and compiling minutes.
- Plan and organize events such as: Fall Festival, Community Clean-up Day, Holiday Lighting Contest and etc.
- Prepare and maintain field permits (baseball and soccer).

**Other:**

20-25 Hours per week average

Pay Range: \$16.00 - \$20.00 (depending on qualifications)

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