

**City of Brunswick, Ohio  
Job Description**

**Job Title: Administrative Assistant to Service Director**  
**Original Date: February 2, 2005**  
**Revised Date: June 1, 2007; March 1, 2010**

**Civil Service: Unclassified**  
**FLSA: Nonexempt**

**GENERAL PURPOSE:**

Performs a variety of routing, complex and confidential secretarial and administrative work in providing administrative support to the Service Director and his/her designee.

**SUPERVISION RECEIVED:**

Works under the direction of the Service Director and his/her designee.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs a wide variety of secretarial and administrative duties as required by daily operations of the Service Director's office.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons either in person or by telephone.

Researches projects for the Service Director; prepares first draft reports.

Independently responds to letters and general correspondence of a routine nature; composes, types and edits a variety of correspondence, reports and memoranda and other material requiring judgment as to content, accuracy and completeness.

Makes appointments for the Service Director. Maintains weekly calendar of appointments and meetings.

Receives and opens all mail directed to the Service Director/Department and takes care of the disposition and routing of all mail.

Works closely with contracted services, their associates and other consultants.

Assists other department as required.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, controls records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials.

**PERIPHERAL DUTIES:**

The employee may be asked to perform other duties based on the business needs of the City.

**DESIRED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Graduation from High School or GED equivalent with five (5) years experience working as an executive assistant/secretary; or Associate or Bachelor's degree in business preferred.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate clearly and concisely, both orally and in writing. Ability to understand, organize, index and reference a wide variety of administrative information and records. Ability to research and prepare correspondence and reports. Ability to keep items confidential. Ability to establish effective working relationships with employees, supervisors, other agencies and the public. Ability to handle stressful situations. Ability to comprehend and summarize status of projects. Ability to comprehend and interpret some technical information and plans, i.e., maps, reading of plats, etc. Ability to type and enter data accurately. Thorough knowledge of municipal operations. Considerable knowledge of general office procedures and equipment. Skill in operating listed equipment.

**SPECIAL REQUIREMENTS:**

Must possess a valid Ohio driver's license.

**TOOLS AND EQUIPMENT USED:**

Personal computer, various software to include but not limited to word processing, spreadsheets, presentations, and work orders; copier, fax, telephone, postage machine, calculator, typewriter.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand; talk; hear and walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Most of the work is done in the office. Some of the work and projects may be performed at various locations and required to travel to these sites. The position may also require travel for the purpose of attending training workshops.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

**APPROVAL:**

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Sam Scaffide  
Service Director

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Robert A. Zienkowski  
City Manager/Safety Director