

City of Streetsboro



POSITION AVAILABLE

Posting Date: 7/28/2023 Deadline: 8/11/2023

JOB TITLE:	ADMINISTRATIVE ASSISTANT
DEPARTMENT:	SERVICE
IMMEDIATE SUPERVISOR:	SERVICE DIRECTOR
STATUS:	FULL-TIME, UNCLASSIFIED, NON-EXEMPT, NON-BARGAINING
COMPENSATION:	Min \$24.00/hr. – Max \$29.71/hr.

JOB RESPONSIBILITIES:

- Serves as primary clerical/administrative support to the Department Director.
- Responsible for providing excellent customer service in person and via telephone, communicating in a timely and professional manner with citizens, visitors, city employees, vendors, contractors, applicants, and the public, representing the best interest of the city, anticipating needs, and resolving customer service inquiries.
- Completes numerous administrative services by scheduling appointments, preparing reports, maintaining office supplies, completing clerical and secretarial duties.
- Manage the flow of information for the Water Department, answer incoming calls, route calls to the correct office or person, distributing messages within the office and other departments, assisting customers by phone and making calls for the department.
- Prepare monthly reports for the Director to include service, roads, water and cemetery.
- Assists the Department Head with the annual budget process as required.
- Order necessary materials and supplies for the Service Department (salt, and asphalt materials, all supplies)
- Obtain necessary purchase orders for materials ordered and prepare invoices for billing.
- Contact OUPS for signs and storm water and maintain records
- Knowledge of ADP for preparing bi-weekly payroll and time off for all department employees including probation periods, rate changes, longevity, special pays, act and maintain records for equalization overtime and days off.
- Schedule brush and leaf pick up as well as Christmas tree pick up
- Prepare paperwork for snowplow inspections, collect fees, and maintain book, order permits. Report street lights out by email to Ohio Edison or Signal Service.
- Prepare work orders from residents and/or Police Department.
- Coordinate paperwork with insurance companies regarding accident claims.
- Prepare notices for Grass violations, billing and keep records for work performed.
- Maintain water purchase orders as part of the budgeting process. Take messages for water department.
- Schedule interments with funeral homes and Director. Assist in picking out lots with families.
- Prepare bills and process payments for work performed as part of the budgeting process.
- Process foundation orders from monument companies and VA and schedule the foundations.
- Prepare work orders for the cemetery make maps of sites Work on the Legacy cemetery program.
- Prepare Deeds. Keep records and copies of deeds and interments Receive ashes for burials and schedule
- Update and maintain department Facebook and City website pages.
- Performs all other duties as assigned.
- Prepares and processes requisitions, purchase orders and invoices for payment.

QUALIFICATIONS

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- High School diploma or general education degree (GED), and three (3) to twelve (12) months related experience and/or training.
- Must be eligible to work in the United States

Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

www.cityofstreetsboro.com

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- Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, repair manuals. Ability to write routine reports and correspondence. Ability to effectively speak read and understand English language.

HOW TO APPLY: Application forms are available on the City's website at www.cityofstreetsboro.com.

Forward a completed, signed City employment application, high school diploma/GED, resume, and references to: Slockhart-reese@cityofstreetsboro.com or HR/Dept. 9184 State Route 43 Streetsboro OH 44241

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