



# Charter Township of Orion

## Job Description

**Job Title:** Administrative Assistant, part-time (up to 29 hours per week)

**Reports To:** Township Supervisor

### Position Description Summary

Under the general direction of the Township Supervisor, provides administrative clerical support to the Township Supervisor, Operations Director and Parks Director.

### Essential Job Functions

*The duties listed below 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 level and/or class of this position.*

1. Composes internal and external emails, letters, memos, reports and other correspondences. Answers phone calls, and provides information to inquiries.
2. Perform administrative tasks for the Supervisor, which may include scheduling and maintaining calendar, organizing and prioritizing workload, maintaining files, making travel arrangements, processing standard forms, generating contracts and procuring office supplies and equipment, scheduling meetings, and taking notes.
3. Develops, plans, directs, and evaluates a wide variety of special projects.
4. Event planning support by securing meeting space, communicates with clients, making travel arrangements, mobilizing volunteers, organizing registration for participants, scheduling room arrangements including technology, selecting menu items and entertainment, and preparing agendas and handouts.
5. Travels to events, meetings, and conferences.
6. Performs other duties as assigned.

### Job Qualifications

1. The job requires knowledge normally acquired through the completion of a general high school education and as least one year of additional schooling or training.
2. Computer skills necessary to effectively utilize Microsoft Office Suite, phone applications, social media and other electronic platforms with the ability to communicate clearly and concisely both in oral and written forms.

**Job Title: Administrative Assistant - *continued...***

**Job Qualifications - *continued***

3. Must be a self-starter, motivated, independent, have attention to detail and thrive in a multi-task environment.
4. The mental ability to handle pressures related to meeting deadlines, simultaneously handling of multiple projects, and working on projects requiring concentration and attention to detail.
5. Interpersonal skills necessary to provide courteous and accurate information and responses to general public, various levels of Township personnel, political figures, and attorneys.
6. Physical ability to occasionally sit at a computer terminal or stand in one position for extended periods of time and transport files and materials weighing up to 25 pounds.

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<b>Working Conditions</b>
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*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. The position requires a flexible schedule that might possibly include nights and weekends.
3. Position is part-time, up to 29 hours per week.