



EXECUTIVE ASSISTANT/INTEGRATOR TO THE MANAGER CLERK OF COUNCIL AND ZONING BOARD/PLANNING COMMISSION

The Community

Amberley Village is primarily a residential community of 3,500 residents located on 3 ½ square miles in Hamilton County. It is a prosperous “first suburb” community bordered by Cincinnati, Reading, Silverton, Golf Manor and Sycamore Township. Amberley Village has a rural feel in an urban area and is located in the center of metropolitan Cincinnati’s I-275 loop with the Ronald Reagan Cross County Highway crossing the northern edge of the Village.

Amberley is a full service community with 31 full time employees and a \$3.9 Million General Fund budget. The Village operates under the Council/Manager form of government consisting of a seven member Village Council elected to two-year terms and a Village Manager. The Village’s high quality service delivery is carried out through three departments: Police/Fire, Maintenance/Fire and Administration.

The Department

The Administration Department is responsible for carrying out the overall functions of the Village government including management of finances, collection of taxes, processing permits for zoning, and implementing legislation and policy set by Village Council.

The Administration Department consists of 5 full time employees and 1 part-time: The Village Manager, Finance Administrator, Tax Administrator, Zoning & Project Administrator, Executive Assistant and Administrative Assistant.

Assignments can vary, from a task that may be completed in minutes by a single employee to projects that would involve the entire staff for weeks or months. Variety in job assignments will provide a challenging and rewarding work experience.

Job Announcement for Executive Assistant

Amberley Village is seeking a multi-talented professional with at least 5 years of administrative office experience and a robust skillset with abilities to perform work in a variety of areas including: communications with staff and residents, public meeting minutes, web site content, social media communicator, public records, agenda preparation. For a description of job responsibilities and position announcement, visit www.amberlevillage.org. Full-time, hourly range \$20-29 DOQ/Excellent Benefits. EOE. Applications must be received by February 6, 2019.

Employee Benefits

The Village provides employees with a comprehensive benefits package that includes health insurance with a portion of the HSA funded by the Village, dental insurance, life insurance, vacation, sick leave, holidays, and personal leave. Employees participate in the Ohio Public Employees Retirement System (OPERS). The Village offers employees the additional choice to participate in a tax-deferred retirement savings program (ICMA-RC).

To apply:

To be considered for this position, a completed application must be submitted to Amberley Village before the deadline of 4:00 PM on February 6, 2019. The application materials are available for pick-up at the Amberley Village Municipal Building located at 7149 Ridge Road, Cincinnati, Ohio, 45237, or accessed online at www.amberleyvillage.org. Applications will be accepted by regular mail, attention to Village Manager Scot Lahrmer or by email to slahrmer@amberleyvillage.org.

Amberley Village is an Equal Opportunity Employer. Amberley Village does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Executive Assistant/Integrator to the Manager Clerk of Council and Zoning Board/Planning Commission

Immediate Supervisor: Village Manager

General Purpose: Under the general supervision of the Village Manager, this position performs a wide variety of administrative activities related to the day-to-day operations, which impact long-term objectives, of the administration department.

Essential Functions: Serves as Executive Assistant/Integrator to the Village Manager and works independently in the completion of the following:

- Ensure Village Manager is informed regarding requests for information, complaints, commendations and other issues and opportunities raised by residents, business leaders, or boards, council, staff members, and media.
- Assists Village Manager with preparation of the annual [Hamilton County Solid Waste District Residential Recycling Incentive Program](#) application to ensure accurate and timely annual submission.
- Assists Village Manager with compilation of data and information for preparation of monthly report to council.
- Prepares correspondence, reports, memoranda, surveys, presentations, notices, articles, and other related materials as requested by the Village Manager.
- Assists the Village Manager with conducting product and vendor research of office equipment (copiers, computers and printers) or software. Coordinates and places orders.
- Serves as webmaster. Ensures Village website is maintained in a timely and professional manner with useful and accurate information. Ability to perform basic data (i.e. post blogs) and maintenance (i.e. update software) manipulations of WordPress, or similar website platform. Attends committee meetings as requested related to Village website.
- Performs ongoing tasks related to generation of website content and information updates, such as calendar of events, seasonal information, news articles, posting of meeting minutes and notices, etc. Maintains active status for domain name. Serves as website liaison with website software vendor for all website related functionality.
- Serves as social media communicator. Generates and receives information to be prepared professionally for publication on Village social media outlets (i.e., [Facebook](#), [Twitter](#), [Nextdoor](#), [YouTube](#)) in accordance with the social media policy.

Maintains inventory of the website related software, vendors, account information, usernames and passwords or access codes and user manuals.

- Serves as Production Assistant to Village Manager in the production of the Village's monthly e-news and bi-annual print newsletter. Collects and compiles content submitted by internal sources; generates content, prepares and refines content (council actions, calendar of events, and other articles) for review by the Village Manager in a timely manner. Responsible for final production process and publishing of e-news and print newsletters. Transmits content and photos to printer for print publication; assists with proofreading to ensure accuracy; posts final PDF file and links to e-news on website; sends email blasts to e-subscribers and posts on social media accounts.
- Serves as liaison to Records Commission. Schedules meetings at least twice per year to meet requirements of Ohio Public Records law. Posts related legal meeting notice; prepares minutes; maintains related files. Prepares and maintains records retention schedules and proposes records for disposal accordingly. Coordinates the disposal of records at annual shred event and maintains related permanent records.
- Public records requests. Provides information to the residents, general public and other entities as requested and provides follow-through to ensure that the requestor is confident his/her request has been properly fulfilled.

Clerk of Council

- Assist Village Manager and members of Council with the scheduling of meeting requests; ensure proper legal notice of all Council and committee meetings; distribute notices through multi-channels: e-blast, printed notices to posting boards as required by Charter; post meeting notices on website and social media platforms; retains records as required.
- Solicit requests for agenda items from Council and staff; compile meeting agenda for Village Manager approval; prepare meeting packets for Village Manager approval; ensure timely distribution of meeting packets to Council and staff.
- Attends regular Council meetings and special meeting as needed; records meeting actions through written minutes and ensures video broadcast coordinated with ESP Media; ensures appropriate set-up and arrangement of council chambers; ensures administrative needs of the Council are met during the meetings; maintains permanent records of the actions; retains member contact information and appointed terms.
- Performs follow-up activities resulting from Council meetings, including preparation and authentication of resolutions and ordinances enacted; transcription of minutes; and proper distribution and maintenance of such records. Takes follow-up action when directed by resolution or ordinance as Clerk of Council (i.e. certification of

legislation to another public entity). Prepares and publishes copies of legislation and minutes to Village website for access by residents and the general public.

- Prepares correspondence, reports, certificates and presentations as requested by Village Manager as it relates to Council functions.
- Coordinates with Solicitor the timely updates of the Code of Ordinances through annual codification process. Ensures online code access is maintained and updated on website.

Clerk of the Zoning Board of Appeals/Planning Commission:

- Prepares agendas, meeting packets, and other necessary documentation in coordination with Zoning & Project Administrator and Village Manager; upon monthly filing, deadline ensures meeting confirmation and quorum of Board, Solicitor and Village Manager; prepares packet materials for review by Village Manager; upon approval, timely distributes packets to the Board in advance, including online distribution and public posting boards, and in accordance with the Rules and Regulations of the Zoning Board of Appeals/Planning Commission.
- Prepares and distributes meeting notifications to ensure applicants and adjacent property owners are notified of hearings. Researches and verifies adjacent property owner information to ensure proper notification via regular mail. Ensures notices are posted in the Village as required by Charter and posts meetings on designated website and social media outlets.
- Attends all meetings of the Zoning Board of Appeals/Planning Commission, records actions; records meeting written and audio and ensures appropriate set-up and arrangement of council chambers; ensures administrative needs of the Board are met during the meetings. Maintains permanent records of the Board's actions; retains member contact information and appointed terms.

Equipment/Software/Platforms used: All standard office equipment, computer/laptop, smartboard, postage meter, fax machine, copier, calculator, paging system, intra-office phone system. Microsoft Office and Adobe Acrobat software, including designated social media and website platforms .

Training and experience required: Minimum of five (5) years of general office experience with evidence of handling a variety of similar responsibilities, ability to fit in with a smaller office environment; familiarity with a wide variety of office equipment; above-average administrative skills; ability to competently work with the public; ability to handle a wide variety of work.

High school graduation with a major in business, or graduation from a business college is desirable. Experience in a municipal government is helpful.

Abilities Required: Demonstrate the abilities to:

- become a productive player within the organization's culture
- maintain and balance work objectives at the steady and consistent pace the organization/culture operates at and within
- maintain and nurture relationships
- compose content for internal and external publications, both digitally and hardcopy
- learn, grow and add to the organizational culture
- foster and maintain a helpful attitude with people, both internal and external to the organization
- receive/give feedback timely and productively
- be politically and timely astute and discrete

Physical requirements: Must be able to:

- move and navigate safely, with speed and efficiency, among the various multi-level offices within the Administration Building
- maintain a physical posture that allows for working at a desk, with computer monitors, and relative equipment
- manually operate a keyboard, mouse and other office equipment that requires manual dexterity for frequent and extended periods of time
- attend meetings that are outside normal work hours of the organization

This job description in no way states or implies that these are the only duties to be performed by the individual who holds this position. S/he will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

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