

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

REPORTS TO: MAYOR

Job purpose:

The Mayor's Executive Administrative Assistant is responsible for the administrative duties of the Mayor's Office and some general administrative work for the City as a whole. In the Mayor's absence, the Administrative Assistant acts as the liaison between the Mayor and all Department Directors. She will serve as the Law Director's Administrative Assistant, working with him on a regular basis to assist with resident concerns and day to day legal correspondence. The Administrative Assistant assumes the role as "WHISPER Coordinator" to facilitate services to the City's senior citizens.

Duties and responsibilities:

1. Handle all correspondence for the Mayor's Office: Answer and respond to phone calls, type inter-office memos, dictation and written correspondence; prepare Mayor's Reports for Council meetings; update, maintain and distribute City Roster; maintain City Code of Ordinance books for Administration; prepare Mayor's Commendations, Proclamations and Oaths and arrange times with recipients for presentation; maintain Mayor's Journal.
2. Serve as liaison between Mayor and all Department Heads, including, but not limited to Recreation Department, Finance Department, Mayor's Court, Law Department, Building Department, Service Department, Police Department and Fire Department. Schedule meetings or provide information to Mayor from the Department Heads to expedite problem resolution or emergency measures required for cessation of Department issue.
3. Respond to inquiries from residents and others; research certain projects as directed by the Mayor.
4. Respond to requests for City records (Public Records Requests).
5. Perform Notary Public services as needed for City business and for resident assistance.
6. Coordinate bidding process and handle contracts for purchasing of some City goods and services, to include contract for Heavy Trash Pickup and Recycle Program, Cleaning/Janitorial Services for City Hall and Community Center contractor and IT hardware and software provider.
7. Coordinate City auctions of surplus materials, to include ensuring items are declared surplus by Council by either a motion or ordinance, collecting the data for website inclusion, obtaining photos of item(s) to be placed on auction, uploading data and photos on website for auction release of item(s), monitoring auction bids, providing answers to

questions posed by the bidders, communicating with winning bidder to arrange for item pickup and payment; ensuring that insurance is cancelled on the item once it is no longer property of the City of Willoughby Hills.

8. Coordinate wedding ceremonies for Mayor; maintain wedding ceremony records; process wedding donation receipts.
9. Maintain Mayor's Office files; maintain RC-2 for records scheduling and retention; execute disposal of records as needed on a regular basis.
10. Upon Mayor's request, serve as Mayor's representative for various agencies, included, but not limited to community fundraising organization efforts, United Way of Lake County, Willoughby Area Chamber of Commerce, Cuyahoga County Airport committees, county agencies, and other entities as needed.
11. Assist with the group health insurance for employees, including coordination of policy renewals, education and claims processing; serve as employees' liaison between health insurance provider and health care provider in solving employee concerns and claim issues.
12. Coordinate City's Commercial/General Liability insurance, including bid process for renewals; analysis of bid proposals, and preparation of materials to Council, Mayor and Finance Department. In addition, handle any claims that may be filed for payment following an incident and maintain the Schedule of Property on Automobiles and City Property.
13. Receive and distribute incoming mail.
14. Secure AARP volunteers and facilitate appointments for federal income tax form completion for residents.
15. Complete grant applications as requested by Mayor; attend necessary pre-application meetings when necessary.
16. Serve as alternate Front Desk receptionist for incoming phone calls when needed.
17. Process office supply orders of all departments.

18. Assist the Law Director with any administrative duties he requires; apprise the Law Director of any legal issues that he may need to tend to.
19. Assist Community Center personnel by serving as the "adult on call" one weekend per month at the Community Center. This entails supervising the Community Center monitors while activities are occurring over the weekend. This often times means that you must relieve employees under the age of eighteen who are not permitted to work over five hours without a break. It also entails being available in the event you are needed to handle any type of emergency situation at the Community Center.
20. Process all cleaning and janitorial supply orders for City Hall & Comm. Ctr.
21. Provide administrative assistance to the following Board/Commissions/Committees as assigned by the Mayor:

Veterans' Memorial Commission

- Assist with the ceremony programs and planning
- Assist with photo printing and distribution of events
- Process orders submitted for VFW Memorial bricks & benches
- Send correspondence to buyer of bricks and benches
- Maintain VFW Memorial files at City Hall for brick-tracking purposes

Civil Service Commission

- Assist with posting of minutes and agenda
- Serve as point person for Police and Fire Testing, to include preparing and posting Classified Ads and job information, application acceptance assistance, test site acquisition and preparation, ordering examinations and distribution of results to Department Heads and candidates.
- Serve as liaison between the Commission and Administration to facilitate their Commission needs

Records Commission

- Serve as Secretary of the Commission to take notes and plan meetings
- Provide copies of any records as needed by the Commission

Charter Review Commission

- Serve as Secretary of the Commission by securing meeting facilities, preparing agenda and taking and distributing minutes and making all document available on the City website, should the Mayor so desire when the Commission convenes

Art Gallery

- Assist with scheduling of artists and shows
- Coordinate Community Center usage for events
- Coordinate personnel for artwork hanging and take down
- Order Art Gallery supplies as needed
- Coordinate 6 receptions per year in association with Art Gallery Curator and Art Gallery volunteers
- Provide refreshments on behalf of the Gallery, as needed
- Provide assistance at 6 Gallery receptions per year, including setup and take down for reception
- Handle any monies taken during the reception for art and ticket purchases – turn funds in to WH Finance Department for processing

Other Boards, Commissions or Committees as requested by the Mayor

22. Coordinate Willoughby Hills Isolated Senior Program for Everyday Relief (WHISPER); including, but not limited to solicitation of volunteers; processing service application for assistance; providing information regarding the program via telephone, mail and website; providing reports on WHISPER activities and funds; assisting in WHISPER deeds as needed; serving as advocate of the program throughout the community; coordinating payment and providing supplies for WHISPER projects; and preparing correspondence as needed.
23. Complete grant applications as directed by Mayor.
24. Maintain flag inventory (U.S., State of Ohio, City and POW) for City Hall and Community Center.
25. Prepare and maintain IT Lifecycle Management Plan for planning and management of the IT needs of the City on an ongoing basis.
26. Provide other duties as assigned by Mayor.

Qualifications:

- High School Diploma or Equivalent
- Notary Public
- Knowledge of Microsoft Word and Excel
- Knowledge of Power Point
- Good verbal communication skills
- Ability to work well with others and with the public in general
- Ability to problem solve
- Ability to work in stressful environment
- Must be dependable

Working conditions:

Must be able to work one weekend per month to serve as "adult on call" for the Community Center. Must be able to handle stressful situations when dealing with residents or renters.

Physical requirements:

None

Direct reports:

In the Mayor's absence, the Administrative Assistant acts as the liaison between the Mayor and all Department Directors.

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.

Approved by: Robert M. Weyer

Date Approved: 2/11/16