

RESOLUTION NO. 67-2019

Adopting a Job Description for the Position of
Management Assistant.

WHEREAS, City Council wishes to adopt a job description for the position of
Management Assistant;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of
Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Management Assistant
(Class Specification No. 250) as per the description attached hereto be and the same is
hereby adopted.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this
Resolution in the appropriate record book.

Adopted November 18, 2019

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Management Assistant

CLASS: 250

Department: Administration

Title Originated: 2019

Date: October 7, 2019

Reports To: Assistant City Manager

Updated:

General Statement of Duties

Under the direction of the Assistant City Manager, this position is responsible for the performance of a number of administrative duties. The work requires constant exercise of judgment in applying prescribed procedures to various matters and assignments.

Employees in this position may work under either close or general supervision depending upon the nature of the assignment. This position also serves to support the functions of the City Clerk.

Essential Functions of the Position:

Provides research and analysis to assist the City Manager's office and other City departments;

Assists with the coordination of the Citizens Academy and other City programs and meetings;

Provides support for new City initiatives and programs;

Assists with the preparation of council materials, legal advertisements, and distribution of related notices;

Prepares meeting minutes as required;

May serve as City Clerk, Clerk of Council and Deputy Court Clerk as required;

Performs duties including, but not limited to, answering incoming calls, greeting the public, processing permits, answering questions, typing, and filing as required;

Responds to inquiries from other City personnel and the public at large, and refers, when necessary, to appropriate persons;

Compose and review various correspondence, memos, reports, and complaint responses;

Assists City Council and City boards/commissions as needed;

Procures department materials and supplies;

Receives and routes incoming mail and processes outgoing mail;

Issues permits and licenses consistent with City Code and prescribed procedures;

Operates various office equipment;

Provides assistance to other administrative staff as needed;

Performs other related duties as assigned;

Maintains regular and predictable attendance.

Desired Knowledge, Skills and Abilities

Ability to conduct research and analyze information related to essential functions of position;

Knowledge of the organization and functions of city government;

Ability to learn the Codified Ordinances and Charter of the City;

Ability to organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction;

Strong proofreading, composition and editing skills;

Experience with computers, Microsoft Office products, internet research, social media sites;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Ability to maintain effective relationships with City staff and the public at large;

Familiarity with basic bookkeeping and/or accounting methods;

Ability to operate standard office equipment, including a multi-line telephone system;

Ability to handle stressful situations;

Good judgment, tact, and courtesy;

Ability to react to change productively and to handle other tasks as assigned;

Ability to make basic decisions in accordance with laws, ordinances, regulations and established procedures;

Ability to work some flexible hours including evenings and weekends as necessary and scheduled;

Ability to lift and carry heavy objects as required, at times weighing up to 20 lbs.

Minimum Requirements of the Position

Possession of a Bachelor's degree in Public Administration, Political Science or a related field, preferred. Experience with research and data analysis in local government operations strongly desired.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 67-2019; Effective November 18, 2019