



## Charter Township of Orion

### Full-time Position Available **Administrative Assistant to the Supervisor**

Under the general direction of the Township Supervisor and Chief of Staff, performs a variety of high level administrative/secretarial duties as assigned, including preparing correspondence and reports, scheduling appointments and meetings, answering phone calls, greeting visitors to the Supervisor's Office, coordinating meeting arrangements, and providing clerical support to assigned Township programs. This position requires a high level of confidentiality of verbal and written information, knowledge of detailed department processes, and related work that goes beyond established procedures. The position communicates information to appropriate parties, using tact and diplomacy.

Position requires knowledge normally acquired through the completion of an Associate Degree in Business Administration or comparable college/business program. Two to four years of secretary experience.

***Scroll down to review job description for full details and all qualifications and requirements for this position.***

This is a full-time, 40 hours per week, non-union position, \$22.57-\$29.92 per hour, plus benefits. Approved candidate must pass a complete physical and drug screening along with a background check.

Please submit your cover letter, resume, and completed application to the Orion Township Supervisor's Office, 2323 Joslyn Road, Lake Orion, MI 48360.

Position open until filled.



# Charter Township of Orion

## Job Description

**Job Title:** Administrative Assistant to the Supervisor  
**Department:** Supervisor's Office  
**Reports to:** Township Supervisor  
**Union Affiliation:** Non-Union  
**Position Level:** N/A  
**FLSA Status:** Non-Exempt

### Job Summary

Under the general direction of the Township Supervisor and Chief of Staff, performs a variety of high level administrative/secretarial duties as assigned, including preparing correspondence and reports, scheduling appointments and meetings, answering phone calls, greeting visitors to the Supervisor's Office, coordinating meeting arrangements, and providing clerical support to assigned Township programs. This position requires a high level of confidentiality of verbal and written information, knowledge of detailed department processes, and related work that goes beyond established procedures. The position communicates information to appropriate parties, using tact and diplomacy.

### 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. Works independently and with a service-oriented attitude in performing public duties, such as answering telephone calls, recording messages, screening and directing visitors to the appropriate department, hearing complaints or requests, and securing and offering information. Informs the Township Supervisor or Chief of Staff when the situation warrants their attention. Maintains logs of the same.
2. Provides administrative and analytical support to the Township Supervisor, Chief of Staff, and Human Resources Director including preparing letters, correspondence, memos, and other documents and reports, often highly sensitive and confidential. Ensures materials and reports for signature are accurate and complete, and other materials are accurate, complete, and comply with Township standards, policies, and procedures.
3. Assists Township residents with the set-up of Special Assessment Districts. Coordinates the flow of data between the Township and residents. Conducts comprehensive yearly reviews, prepares related reports, and forwards them to other Township departments as directed.

4. Assists the Human Resources Director, as directed, in preparing confidential documents, reports, correspondence, exhibits, etc., regarding personnel and labor relation matters, and maintains their confidentiality. Includes administrative and clerical support on all aspects of Township personnel functions, such as recruitment, hiring, onboarding and offboarding employees; employee benefits administration and reconciliation; union matters; and compliance with Federal and State labor laws and policies.
5. Provides support to the Township Supervisor in monitoring, screening, and organizing email correspondence and phone calls, often highly sensitive and confidential in nature. Answers basic inquiries and directs others to the appropriate department and/or personnel when necessary. Keeps the Township Supervisor informed about projects and issues of importance.
6. Performs clerical tasks in support of assigned Township programs, including making purchases, performing data entry, maintaining logs, preparing monthly and yearly reports, processing invoices for payment, and creating and editing PDFs and Microsoft Office documents and templates.
7. Researches, locates, and reviews pertinent information from files, documents, newspapers and other sources for staff or citizen inquiries.
8. Assists the Chief of Staff in preparation of memos, agendas, and documents for Board and Committee meetings and various programs.
9. Schedules and arranges meetings, seminars, and conferences for Supervisor's Office staff. Makes travel reservations as needed.
10. Maintains various records of all types by ensuring they are properly filed, indexed, and up to date, in partnership with the Township Clerk's Office and in compliance with Michigan Public Records laws.
11. Engages in special projects assigned by the Township Supervisor or Chief of Staff by performing research, gathering data, completing surveys, and preparing reports.
12. Establishes and maintains effective working relationships with other employees and the public.
13. Sorts and distributes the mail and other materials received in the Supervisor's Office.
14. Tracks and orders office and operating supplies for the Supervisor's office, and mailing envelopes for the entire building.
15. Performs other duties as assigned.

<b>Job Qualifications</b>
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1. The job requires knowledge normally acquired through the completion of an Associate Degree in Business Administration or comparable college/business program. Two to four years of secretarial/administrative experience.
2. Interpersonal skills necessary to provide courteous and accurate information and responses to the general public and various levels of Township personnel and in public situations requiring tact and patience.

3. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications.
4. Typing and word processing skills necessary for the creation and compilation of various documents, communications, and reports.
5. Basic bookkeeping skills.
6. Mental ability to handle pressures related to meeting deadlines, simultaneous handling of multiple projects and working on projects requiring concentration and attention to detail with frequent interruptions.
7. Physical ability to occasionally sit at a computer terminal for extended periods of time.

**Working Conditions/Physical Demands**

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. Extended work day (beyond 8 hours/day) may be required.

*I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. This document is not intended to be a contract between the employee and the employer.*

*Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, 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.*

Rev	Date	Description	Author(s)
00		Original Job Description	
01	11/16/2015	Revisions approved by Board	
02	3/4/2024	Revisions approved by Board	HR, Supervisor, Chief of Staff