

Office Help

CANTON TOWNSHIP BOARD OF TRUSTEES will be accepting resumes for a Full-Time Zoning/Road Department Administrative Assistant. Applicants must be advanced in Excel and Word and possess more than a working knowledge of computers and experience with multi-line phone system, as well as general office experience. Applicant will be personable and have the ability to work alone or with direction. Knowledge of zoning and construction laws and working with the public is a plus. A complete job description is available at www.cantontwp-oh.gov

Benefits include:

Paid Holidays & Vacation
Medical
Dental & Vision
Life Insurance
Ohio Public Employees Retirement System (OPERS)

Hours and Pay Rate:

Work Week of up to 40 hours, Monday – Friday
\$15.50- \$16.50 per hour depending on experience.

Interest parties may submit resumes no later than, Monday, May 22, 2017 at 2:30pm

Submit Resumes to:

Jonathan Smith, Zoning/Road Director
Canton Township Administration Office
4711 Central Avenue SE
Canton, OH 44707

NO PHONE CALLS

Job Description

The statements below generally reflect the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be expected on the job. Final authority for job assignments and work requirements for all Canton Township employees rests with the Canton Township Board of Trustees.

Work Week – Daily Schedule: M-F, Hours to be determined by Zoning Director/Road Superintendent
Evening hours required as deemed necessary by Zoning Director/Road Superintendent

DESCRIPTION OF WORK

General Statement of Duties:

Provide administrative support to Zoning and Road Departments.

Supervision Received:

General supervision from the Canton Township Zoning Director/Road Superintendent.

Supervision Exercised:

As assigned by Zoning Director/Road Superintendent in his absence.

Major Duties of Zoning/Road Administrative Assistant:

1. General Receptionist Duties, including but not limited to:
 - Greet and assist the public in person and via multi-line phone system
 - Open and distribute daily mail
 - Order office supplies

2. Zoning Department Duties, including but not limited to:
 - Answer general zoning inquiries from the public
 - Determine Zoning classifications using a Zoning map
 - Assist in the Zoning application process
 - Record and track Zoning conditional use permits
 - Record and track Zoning violation letters
 - Collect and record all incoming fees for bank deposits
 - Act as Secretary to the Board of Zoning Appeals and Zoning Commission:
Preparing all documents, advertising, attending meetings and transcribing meeting minutes

3. Road Department Duties, including but not limited to:
 - Answer general road inquiries from the public
 - Record and track road opening permits
 - Record and track culvert/apron
 - Collect and record all incoming fees for bank deposits
 - Update Road department Facebook page

4. Zoning and Road Department Budgetary/Payroll Duties, including but not limited to:
 - Record and track departmental budgets on Excel spreadsheets
 - Prepare vendor invoices/statements for payment
 - Track departmental purchase orders and blanket certificates
 - Record and verify bi-weekly payroll information from timecards for Fiscal Office
 - Record and track department employee leave balances

5. Prepare Agendas and Meeting Minutes for Board of Trustees meetings.

6. Update and Maintain Canton Township website.

7. Schedule rentals and receive fees for Canton Township parks.

8. Performs other duties as requested or required by Zoning Director, Road Superintendent, Trustees, or his/her designee in his/her absence.