



**Ada Township  
Administrative Assistant**

Ada Township is seeking a qualified individual to carry out general administrative and clerical support functions for the Township Supervisor and the Planning & Zoning Department. This is a full-time, 40-hour per week position.

The full position description can be downloaded in pdf format at:  
<http://adamichigan.org/township/government/job-postings>

Compensation range for the position is \$36,730 to \$40,147, plus a full benefit package.

Interested applicants should submit a cover letter and resume to be received by email or hard copy no later than Friday, January 12, 2018 to:

George Haga, Township Supervisor  
Ada Township  
PO Box 370  
Ada, MI 49301  
ghaga@adatownshipmi.com

**ADA TOWNSHIP  
POSITION DESCRIPTION**

**Position Name:** Administrative Assistant to Township Supervisor

**Reports to:** Township Supervisor

**Supervises:** N/A

**POSITION SUMMARY:** This is a non-exempt administrative support position under the general supervision of the Township Supervisor. The employee performs a variety of clerical and administrative support responsibilities for the Township Supervisor and for the Planning and Zoning Department.

**ESSENTIAL JOB FUNCTIONS:** (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

Answers telephones and screens incoming calls, responding independently when possible. Responds to walk-in requests, mail, and faxes and provides information and assistance.

Assists with scheduling meetings, assembling meeting packets, preparing meeting agenda items for submittal, and transcribing meeting minutes.

Performs general administrative and clerical support functions. Types, files and copies documents and completes related tasks.

Assists in preparing and processing correspondence, mass mailings, notifications, records, documents, reports, statements, applications and information requests as well as in obtaining information from a variety of sources.

Maintains filing systems pertaining to a variety of projects and organizational functions.

Maintains a current working knowledge of Township operations and interrelationships between departments.

Works on assigned special projects as needed.

Attends Planning Commission meetings and Zoning Board of Appeals (ZBA) meetings and acts as the recording secretary.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

High school completion plus a minimum of one year of relevant experience required, preferably in an administrative support function where communicating and working with effectively with customers/clients/public is required.

Additional training and/or experience with common office software and computer business applications is preferred.

Experience working for a local unit of government is preferred.

Experience working for a local unit of government's planning and zoning department is preferred, including experience in preparing minutes of board and commission meetings.

Ability to organize and prioritize work, concentrate, focus on details, and interpret, comprehend and follow written and verbal instructions as required. Must be able to work independently, including scheduling and producing work accurately and on a timely basis in an environment where frequent interruptions occur.

Excellent interpersonal and communications skills to interact successfully in person, by telephone and by email with other Township personnel, Township residents and the general public.

A valid State of Michigan driver's license and satisfactory driving record, and the ability to maintain one throughout employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job the employee regularly works in an office setting.

While performing the duties of this job the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk, use hands and fingers, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

This job requires the ability to drive a passenger motor vehicle on occasional and usually short (20 miles or less round trip) vehicle trips.

**REVISED:** November 30, 2017