

**JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO**

ORDINANCE 24-245 ~ POSTING DATE: 12/27/24 ~ DEADLINE DATE: 01/03/25

**ADMINISTRATIVE ASSISTANT FOR THE MAINTENANCE AND
INFORMATION TECHNOLOGY DEPARTMENT**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following unclassified full-time position in the **MAINTENANCE & INFORMATION TECHNOLOGY DEPARTMENTS**.

POSITION

ANNUAL SALARY RANGE

Administrative Assistant

\$40,000 - \$55,000

GENERAL STATEMENT OF DUTIES:

Under supervision of the Chief Technology Officer, provides administrative services through typing of technical and confidential material, data entry and clerical tasks; provides preliminary contact with the public in person and by answering telephones; organizes and maintains records, coordinates projects with city employees and vendors, acts as administrative assistant for the Operations Supervisor of the Maintenance Department.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Performs clerical and data entry tasks and other related miscellaneous duties;
Composes correspondence, responds to routine correspondence independently, proofs and corrects; maintains confidential records; Performs other related duties as required;
Provides preliminary contact with general public, employees; screens calls, applicants and visitors; maintains complex schedules with vendors and coordinates service calls and tickets;
Compiles and prepares reports; oversees daily budget including department payroll;
Maintains Assets and Records in both physical and digital formats

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) public relations, (2) office practices and procedures; (3) skills in all applications of Microsoft Office and other computer based programs and data entry; (4) ability to deal with problems involving several variables in a familiar context, (5) compose letters and minutes reflecting standard procedure (6) gather, collate, and classify information about data, people or things according to established method, (8) handle sensitive telephone and face-to-face inquiries and contact, (9) maintain confidentiality, (10) develop and maintain effective working relationships, (11) Regular and punctual attendance is required, (12) Handle overflow of calls.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of a standard high school course, including or supplemented by courses in computers, typing, data entry, business school training; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Computer experience an asset.

YOU MUST POSSESS A VALID OHIO DRIVER'S LICENSE.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ON-LINE OR IN THE HUMAN RESOURCE DEPARTMENT. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY."

