



POSITION AVAILABLE

The City of Greenville is accepting applications for the following full-time position within the City Manager's Office:

EXECUTIVE ASSISTANT JOB DESCRIPTION

DESCRIPTION OF POSTION:

This position provides support to the City Manager and the Assistant City Manager. This position requires excellent organizational, communication, detail oriented, and computer skills. The executive assistant has to multi-task, prioritize, and maintain records in an environment that can range from medium to fast-pace.

SUPERVISION RECEIVED:

Work is performed under the supervision of the City Manager and Assistant City Manager

MAIN JOB RESPONSIBILITIES:

- Support the City Manager's Office through activities that include, but are not limited to, communicating required documentation, planning and scheduling meetings and events, and managing and facilitating inquiries and communication.
- Maintain and update the City's website.
- Creation and maintenance of fillable forms for all departments using Adobe Acrobat DC Pro.
- Create resolutions and agendas, take meeting minutes, and transpose official minutes as required by State Statute.
- Receive, coordinate, and process FOIA requests.
- Coordinate drug and alcohol testing for all City Employees.
- Assist with grants by maintaining records, communicating with all entities, filling out required paperwork, and submitting required data.
- Communicate with the MDOT on Transit Department requirements, prerequisites, and essentials.
- Collect data for the Transit Department, the EARP Installations, and the drug and alcohol testing records.
- Assemble and submit the Transit Department's annual application, quarterly reports, biannual uniform reports, etc.
- Review and maintain Transit Department contracts.
- Communicate meeting items and information to the City Council and other City Boards and Commissions which include mass mailings and extensive meeting packet assembly.
- Assist in the City's budget process.
- This is not inclusive of all duties and responsibilities.

REQUIRED QUALIFICATIONS:

Proficiency in Microsoft Office Suite: Word, Publisher, Excel, Outlook, and PowerPoint. Internet savvy. Ability to answer phones, direct callers, take messages, and follow up when directed. Experience with event planning and scheduling. Proficiency in WordPress. Must be able to multi-task, prioritize, and maintain records.

PREFERRED QUALIFICATIONS:

A minimum of three years' experience working as an Executive Assistant.

Proficiency in or knowledge of Adobe Acrobat DC Pro, making and updating forms, creating and using digital signatures, etc.

Presentation technology savvy with the familiarity of Google Docs, Google Hangout, and/or other simultaneous communication methods.

HOURS & JOB TYPE:

Full time, 40 hours per week from 8:00 a.m. – 5:00 p.m.

COMPENSATION:

\$39,000 - \$44,000, plus benefits, depending on experience and qualifications.

RESUME & APPLICATION:

Resumes, cover letters, and applications will be accepted until the deadline of May 12, 2017. Please email your documents to gbosanic@greenvillemi.org, and direct all question to George Bosanic at this email address or by calling (616) 754-5645.

THE CITY OF GREENVILLE IS AN EQUAL OPPORTUNITY EMPLOYER