

**CITY OF NORTHVILLE  
JOB OPENING**

**ADMINISTRATIVE ASSISTANT**

Open until filled

**Supervised by:** City Clerk

**Position Summary**

The position works under the direct supervision of the City Clerk and performs a wide range of administrative support functions for the City Clerk and Planning and Zoning Departments and special projects for other Departments as needed. Maintains accurate files and public records, creates electronic meeting packets, and participates in the organization and conduct of elections. See Essential Job Functions (page 3) for more detail.

**Hours and Compensation**

This is a permanent part-time, non-union, administrative position, working approximately 15- 20 hours a week. This is a non-supervisory position.

Hourly rate is \$15-\$20 depending on qualifications and experience. There are no fringe benefits with this position other than those required by law.

This position works Monday – Friday, 3 to 4 hours per day. Specific hours to be negotiated.

Hours may increase during elections. Must be available to work Election Day 6am to approximately 11pm. Also required to work the Saturday prior to Election Day 8am-4:30pm., and the Monday before Election approximately 11am-4:30pm. There may be one to four elections per year.

**Knowledge, Skills, Abilities, and Minimum Qualifications**

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 Diploma or GED required. Associates degree preferred.
- Knowledge of Microsoft Word, Excel, and Adobe Acrobat Professional.
- Previous experience working in municipal government preferred.
- Previous experience with election laws, voter registration, voting equipment, and operation of the Qualified Voter File preferred.
- Exceptional organizational skills. Ability to maintain attention to detail, and work effectively under pressure, within deadlines, and changes in work priorities.
- Possess a professional demeanor.
- Must have reliable transportation.

**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.

- Sitting in a normal seated position for extended periods of time and occasionally required to exercise limited mobility.

- Employee is regularly required to talk, hear, read, and interpret documents and correspondence and view and produce written and electronic documents.
- Manual dexterity required to type or write, and communicate with others in person and on the telephone, and computer, and to use hands to finger, handle, or feel and reach with hands and arms.
- This position requires physical effort and working conditions that include frequent bending, stooping, lifting and/or handling objects weighing up to 50 pounds.

**Application and Selection**

The successful candidate will be required to take and pass a pre-employment physical, including a drug test, as well as pass a background check.

Interested applicants should submit a City of Northville Employment Application (available at [www.ci.northville.mi.us](http://www.ci.northville.mi.us)) and resume with references to [HR@ci.northville.mi.us](mailto:HR@ci.northville.mi.us), or mail to Human Resources, City of Northville, 215 W. Main Street, Northville, Michigan, 48167. No phone calls please. Open until filled. **The City of Northville is an ADA/EOE employer.**

**City of Northville  
Administrative Assistant  
Essential Job Functions**

An employee in this position may be called upon to do any or all of the following 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.

1. Assists the City Clerk with administrative details, preparing letters, memoranda, reports, and other materials as needed.
2. Assists and prepares public hearing mailings, meeting agendas and electronic packets for the Planning Commission, Historic District Commission (HDC), and Board of Zoning Appeals (BZA).
3. Meeting set up, including laptop and projector set up and loading presentations on laptop for meetings.
4. Prepare follow up correspondence for Planning Commission, HDC, and BZA applicants, as directed by the City Clerk.
5. Prepare and assemble new board/commission member materials, assemble and distribute updated Zoning Ordinances, etc.
6. Assists with tracking Development Reviews, including, but not limited to tracking invoices and payments, processing requests for accounts receivable invoices, and follow up with developers.
7. Coordinate and attend evening training sessions for the Planning Commission, HDC, and BZA.
8. Perform records retention duties for the Clerk, including file reviews, scanning documents, etc. as well as records retention requirements to comply with the Certified Local Government program.
9. Assists in the conduct of all elections held in the City in accordance with Federal, State, and local laws. This includes but is not limited to voter registration, using the Qualified Voter File, testing and preparing voting equipment, preparing precinct supplies, polling place set up, assisting with training election workers, and troubleshooting the polling places on election day.
10. Helps maintain and update the City's website.
11. Assist the City Clerk or other Departments with special projects and other duties as assigned.