

GREENFIELD TOWNSHIP BOARD ADMINISTRATOR JOB DESCRIPTION:

Reports to: Board of Trustees

Job Location: Hybrid; may work from home when not necessary to be at the administrative office

Hours: Maximum 1500 hours per year, averaging 29 hours per week (flexible schedule), varied hours including daytime, evening, and weekends. ***Not subject to overtime.***

ADMINISTRATIVE OFFICE:

- Oversees the operation of the Roads, Fire, and Zoning Office and works closely with department heads
- Oversees the maintenance and needs of the administrative office building and its grounds
- Prepares agendas for meetings
- Assists the Fiscal Officer in taking of minutes
- Orders office supplies
- Attends public events representing the Board of Trustees
- Assists trustees in meeting preparation and is an active participant in meetings
- Coordinates with department heads to provide the fiscal office with budget information
- Maintains asset records and capital replacement plans
- Responsible for maintaining records and coordinating with employees regarding required fraud training
- Audit coordination

HUMAN RESOURCES / RECRUITMENT SPECIALIST:

- Is responsible for working with the Board of Trustees and its appointment of assisting agencies and candidates for non-union employment within Greenfield Township using social media, print media, agencies, and other tools as necessary to recruit for various positions within the township.
- Works with department supervisors and elected officials in developing job descriptions suited for the open position
- Ensures that all forms are provided to the applicants/candidates for hiring such as applications, tax forms, insurance forms, and copies of policies needed for employment
- Arrange and/or assist for team building social events for staff, elected officials, and volunteers
- Conducts and schedules hiring search agencies to lead employment searches, provides them with necessary information and documentation, and reports information and material as directed by the Board.
- Serves as investigator with assistance if needed, for any sexual harassment claims and/or training or policy violations
- Serves as Insurance Liaison for all insurance negotiations on behalf of the township.
- Recommends insurance policies to the Board of Trustees

- Responsible for maintaining all personnel files

PUBLIC RECORDS CUSTODIAN AND ADMINISTRATOR

- Receives public records requests, acknowledges receipt of requests and coordinates with applicable department heads to respond to said request.
- Maintains appropriate logs and records of all public records request.
- Responsible for records retention

LEGAL LIAISON:

- Coordinates and participates in all meetings, phone calls, and emails with legal counsel
- Conducts legal conferences/hearings/meetings as directed by legal counsel or Board of Trustees
- Attends seminars, webinars, and legal document review on a regular basis and report activities to the Board of Trustees
- Provide recording services for all legal conferences/hearings/meetings as directed by legal counsel or Board of Trustees and provides those recordings to those who request them as directed by the Board or Legal Counsel.
- Serves as Hearing Officer at the request of Legal Counsel for administrative hearings.
- Keeps up to date on personnel laws that could affect the township

SOCIAL MEDIA SAFETY ALERT COORDINATOR:

- Is responsible for recommending to the Board of Trustees internet services that send alerts and information to the citizens of the township.
- Works with the Trustees and other department supervisors to relay information according to the Township Communications Policy (Township website, Facebook page, email subscribers) for township notifications, events, and information to our community.
- This position will sometimes require after-hours, overnights, and weekends.
- Is responsible for attending meetings as necessary such as Emergency Management Agency and Homeland Security, law enforcement, fire department, and other safety related agencies.
- Works with road supervisor, safety officers, and other governmental agencies to obtain information needed to disperse to the public.

TRAINING COORDINATOR:

- Coordinates training for Road Department staff and Elected Officials as recommended by OTARMA.

HEALTH DEPARTMENT LIAISON:

- Work with the Department of Health in obtaining information regarding the health, safety, and welfare of the township; and to provide records from Bloom Township to the Fairfield Department of Health as needed.