

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Executive Office Assistant I
Department: Manager
Reports to: Township Manager
Position(s) Supervised: None
Employment Status: Full-time; Non-exempt
Pay Grade: 6

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager, the Executive Office Administrative Assistant is responsible for serving as the administrative support and receptionist for the Manager's Office and Board of Trustees while providing a broad range of administrative tasks.

ESSENTIAL FUNCTIONS:

1. Assists in the preparation of meeting agendas, staff reports, meeting minutes, notices of public hearings, and preparation of meeting packets.
2. Answer incoming Manager's Office telephone calls and assisting citizens.
3. Cash receipting.
4. Maintains all Manager's Office records such as minutes, ordinances, files, etc.
5. Provides communications services and support to the Township Manager's Office, elected officials and internal departments.
6. Monitors and updates the various Township related social media accounts, pages, and groups on all the applicable platforms.
7. Monitors and updates the Township website and works with all departments as well as website vendor on updates
8. Assists with Township events, programs, etc.
9. Assist in issuing outdoor gathering applications, noise permits, temporary liquor license application, and other permits and applications as assigned.
10. Maintain files and records system efficiently and accurately.
11. Maintains and manages the solicitation permit process.
12. Attends meetings and events on behalf of Administration. Some may be after normal business hours.
13. Assist and work with Communications Specialists.
14. Assist and work with other staff that are part of the Manager's Office that includes Human Resources, Economic Development and Reception.
15. Other duties as assigned

1/2025; 7/2026

BASIC SKILLS AND KNOWLEDGE:

1. Excellent customer service skills
2. Strong ability to listen to and empathize with Township residents
3. Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in manner that promotes a harmonious and effective workplace environment.
4. Ability to organize, prioritize and work independently.
5. Produce work in a timely manner in an environment where interruptions are constant.
6. Ability to establish and maintain effective working relationship with fellow employees.
7. Good telephone and communication skills.
8. Good reading, writing, and math skills.
9. Excellent computer skills including Microsoft Office package and BSA.net software package.
10. Availability to work a flexible work schedule including unscheduled or modified hours to accommodate social media monitoring and response, conferences, events, meetings and to meet deadlines

MINIMUM EDUCATION & BACKGROUND:

- High school education (minimum 18 years of age); Associate's degree preferred.
- Minimum two (2) years of experience in a general office setting.

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Little or no exposure to noise, weather conditions, heavy machinery or hazardous materials.

MINIMUM PHYSICAL EXPECTATIONS:

- Position requires keyboarding, sitting, telephone work and filing.
- Position often requires extensive periods of time working on a computer.
- Position may require an individual to push, pull or lift as much as 25 pounds.

REVIEW AND APPROVAL:

_____ Position Incumbent	_____ Date
_____ Supervisor	_____ Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.