



JOB DESCRIPTION

Position: Special Assistant to the Supervisor and Administrator
Department: Administration
Reports to: Township Supervisor/Township Administrator
FLSA Status: Exempt

The Special Assistant is responsible for supporting the Supervisor and Administrator through a combination of project management, writing and editing, research, and high level administrative and relationship support functions. Coordinates special projects, compiles information and completes complex reports and analysis. Additionally, works independently or with senior leadership. Interfaces with external stakeholders including senior representatives of state, local, or federal government agencies and/or private sector companies.

The Special Assistant is primarily responsible for scheduling event management. This individual schedules appointments for the Supervisor, meetings, and collaborates with the Administrator to prioritize the Supervisor's activities and events.

Responsibilities and Duties: Under the supervision of the Rich Township Supervisor and Administrator, duties include, but not limited to:

- Manages internal and external special projects in coordination with other departments and/or organizations on behalf of the Supervisor and Administrator.
- Research and prepare materials, policy briefings, talking points, speech drafts or presentations and proposals on a variety of matters for key internal or external audiences.
- Schedule, prepare materials and notes, and ensure follow-up for various stakeholder meetings.
- Draft and edit various documents including internal/external correspondence. Create and maintain files, review drafts, and finalize documents for accuracy and grammar, including documents of a sensitive or confidential nature.
- Participate in meetings, taskforces, and work groups, both internally and externally, on behalf of the Supervisor and Administrator.
- Communicate with the Executive Assistant regarding projects relating to the Supervisor and Administrator.
- Provides analytical and specialized administrative support to relieve Executive of and/or assist with complex details and advanced administrative duties.
- Makes high level contacts of a complex nature inside and outside of the agency.

- Keeps abreast of Executive's immediate and long-term commitments and plans; identifies conflicts, flag problems for intervention and correct course as appropriate.
- Demonstrates an ability to interact with persons of all backgrounds, cultures, and affiliations within all levels of government, business, or non-profit entities.
- Arranges travel as needed.
- Performs other tasks and duties as assigned.

Education, Experience & Qualifications:

- Bachelor's degree from an accredited college or university.
- 5+ years' experience in a fast-paced, large non-profit public or private sector organization supporting an executive level individual or team.
- Experience as an Executive Office Manager or assistant to the CEO, working with all levels of management and constituencies, is highly desirable.
- Significant Project Management experience on behalf of Senior Executive.
- Superior research, analytical, planning, organizational skills, and detail-orientation.
- Strong customer service.
- Ability to multi-task and adhere to deadlines.
- Excellent oral and written communication skills.
- Ability to work independently, exercise mature professional judgment, and use discretion.
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making.
- Must be open to feedback and professional development.
- Capable of "managing up" to ensure deadlines are met and priorities kept.
- Must demonstrate utmost integrity, respect for confidential information.
- Advanced knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required. Ability to act as resource for other staff.
- Experience independently composing correspondence and compiles complex reports and presentations.

Knowledge, Skills, Abilities, and Other Characteristics:

- Thorough knowledge of principles of project management.
- Knowledge of good office management principles, supervisory, and training techniques.
- High degree of poise, professionalism, discretion, and integrity is required.
- Excellent interpersonal and communication skills.
- Excellent problem-solving, decision-making, interpersonal and communication skills (written and verbal).
- Editing and proofreading skills are essential.

- Strong organizational skills that reflect ability to perform and concurrently prioritize multiple projects with competing deadlines.
- Skill and accuracy in the control, organization and maintenance of files and records.
- Strong communication skills: ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others in person or by telephone.
- Able to decipher complex instructions, written and verbal; translate accurate instructions in full or part to other staff.
- Ability to coordinate several tasks at one time and perform well under pressure.
- Ability to perform the duties of designated staff, as needed; ability to relieve management of certain key functions.
- Must be available for occasional long and irregular hours as needed for special projects, deadlines, and committee/community service.

This position may require traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

Salary: Commensurate with experience. Rich Township offers a comprehensive benefits package, health plan options, group life and long-term disability insurance, paid time off, and much more.

Working conditions: The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references. Put the phrase “Special Assistant to Supervisor and Administrator” in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.