

Village of Boston Heights, Ohio

OFFICE ADMINISTRATOR

POSITION SUMMARY: The role - the **Officer Administrator** is a key role in the Village of Boston Heights Administrative Office. The role coordinates the work of the Mayor's office, Village Council, Village Employees and Village Residents and is responsible for the overall management of Village Hall. The Office Administrator is expected to manage the daily activities of the office and liaise with residents, ensuring a professional level of service and support to the Village of Boston Heights, the Mayor, and the Village Council. The role will work under direct supervision of the Mayor and in close collaboration with the Village Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work as office manager.
- Communicate with (or to) individuals or groups verbally and/or in writing (e.g. Council members, residents, suppliers, and employees).
- Review correspondences and information received at Village Hall and forward it to appropriate Village personnel or professionals.
- Ensuring that personnel needs are satisfied by establishing, managing, and improving programs for recruiting, hiring, and evaluating personnel.
- Recruiting and onboarding new hires.
- Establishing and conducting orientation and training programs.
- Ensure compliance with Employee Handbook by reviewing and managing the accuracy, confidentiality and maintenance of HR documents; assisting in the implementation of and ensuring compliance with HR systems applications; and researching and gathering data for HR related issues.
- Implementing and managing employee benefits programs and communicating benefits to employees.
- Manage and monitor employee benefit use and maintain proper records regarding the same.
- Evaluating and recommending new benefits programs to Mayor and Village Council.
- Managing regular payroll and variable compensation programs.
- Working with Legal, Finance, Street Department, Police Department, and others to address Village needs.
- Cultivating an atmosphere of innovation and teamwork and encouraging constant individual and organizational improvement.
- Manage the general operations of the office including ordering supplies, keeping the space tidy, and providing support and guidance to employees in the office. Post new positions and remove closed positions.
- Assist with recruitment including scheduling interviews.
- Coordinate onboarding process for new hires.
- Process background checks and I-9 forms.

- Process expense reports.
- Prepare reports as requested.
- Maintain employment files.
- Coordinate and manage the general operations of the Village Council, including posting notices, creating agendas, and finalizing ordinances
- Knowledge of HIPAA regulations, Ohio Sunshine Laws, and Public Records regulations will be a plus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The Village is a small employer, which requires all employees to do what is required to serve its residents. This position will answer to the Mayor and perform any other related duties, as assigned by their supervisor.

QUALIFICATIONS:

Education/Experience (Desired):

- Bachelor's degree preferred
- A minimum of 2+ years of progressive experience as an office and/or human resources assistance or coordinator
- Must be technically proficient

Computer Skills:

- Proficient in Microsoft Office or related software.

Certificates and Licenses:

- No certificates or licenses required

TO APPLY:

Interested parties may submit their resume, cover letter, and Boston Heights Employment Application to ksemo@bostonheightsvillage.com

Applications will be accepted until ~~6/9/23~~ the position is filled.

Katie Semo

(330) 650-4111 ext. 3

ksemo@bostonheightsvillage.com



45 E. BOSTON MILLS ROAD
BOSTON HEIGHTS, OHIO 44236
(330) 650-4111 (Akron) or (330) 656-2575 (Cleveland)
FAX (330) 655-9578

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sexual orientation, religion, gender, national origin, age, marital or veteran status, the presence of the non-job-related medical condition or disability or any other legally protected status.

Position Applying For: _____ Date: _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Numbers		Work		E-Mail	
Home		Cell			

Please use a blank sheet of paper for additional information that does not fit within this form.

Are you legally eligible for employment within the USA? Yes No

Have you ever been employed with the Village of Boston Heights before? Yes No

If "Yes", give dates: _____

Are you age 18 or over? Yes No

Type of employment desired: Full Time Part Time

On what date would be available for work? _____

Do you currently possess a valid Ohio Driver's License? Yes No

If "Yes", Driver's License number must be given when driving may be required in the position for which you are applying: _____ State: _____

Note: Answering "Yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs of abuse? Yes No

If "Yes", please explain: _____

Note that the Village of Boston Heights may conduct a criminal background check for certain positions as permitted by law and that Ohio and federal law may disqualify an individual with a criminal history from employment as to certain positions.

The Village of Boston Heights is an Equal Opportunity Employer

Educational Background

List your High School/GED and any Undergraduate/Graduate/Professional schools attended:

School (include City & State)	Years Completed	Degree (type)	GPA/Rank	Major/Minor

(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)

Describe any specialized training; skills; licenses; certificates; business or civic activities; honors you have received; and any additional information you believe may be helpful to us in considering your application:

Employment Experience

Starting with your present or most recent employer, provide the following information:

May we contact: Your present employer? Yes No - Your past employers? Yes No

1. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
2. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
3. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
4. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving

Military

Have you served in any branch of the US Military? Yes No

If "Yes", give service name and dates of service: _____

Were you honorably discharged? Yes No

References

List three (3) **business/work-related references**, not related to you, preferably in a supervisory role. If not applicable, list three school/personal references that are *not* related to you:

Name	Title	Relationship	Telephone #	Yrs. Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any relative(s) presently employed by the Village of Boston Heights and state how you are related:

Applicant's Statement

I hereby certify that I have read and fully understand the questions asked in this application and I certify that all answers given by me are true, complete and correct. I also understand the omission and/or misrepresentation of any fact made on this application or that I have stated in any interview will be cause for immediate dismissal.

I expressly authorize, without reservation, the Village of Boston Heights, its representatives, employees or agents to verify the accuracy of all information provided by me. I hereby waive any and all rights and claims I may have for the Village to seek, gather and use truthful and non-defamatory information, in a lawful manner, in the employment process and for anyone furnishing such information about me.

I understand that the Village of Boston Heights does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If hired, I agree to abide by all of the Village of Boston Heights rules and regulations. I understand that, if employed, I may resign at any time, with or without cause and with or without prior notice, except when required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that this application shall remain on-file for ONE YEAR after submittal to the Village of Boston Heights. At the conclusion of that time, if I have not heard from the Village and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.
I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement.

Signature of Applicant: _____ Date: _____

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