

AUBURN TOWNSHIP

ZONING COMMISSION SECRETARY

JOB DESCRIPTION

1. This position is under general supervision of the Auburn Zoning Commission Board with direct responsibility to the Chairperson.
2. Provides general administrative support to the Zoning Commission Board and handles all correspondence including but not limited to regular mail and email.
3. Attends all meetings of the Auburn Township Zoning Commission. (Approximately 2 evening meetings per month).
4. Prepares meeting agendas, under the direction of the chairman; sets up materials for Zoning Commission members; sends legal notices to newspapers; and notifies members & the public of regularly scheduled and special meeting times and locations
5. Ability to accurately document conversations through the use of note taking or typing/keyboarding and transcribing notes into official meetings. Makes the minutes available to the members and to our township website.
6. Perform such additional duties and responsibilities as directed by the Zoning Commission Board.
7. Knowledge of the principles and practices of local government organization, operation and function is helpful along with familiarity with office procedures, including the use of simple office machines and filing systems. Candidate should have some experience working with Microsoft Office Suite with a focus on Microsoft Word, Excel, Outlook Email and Outlook Calendar;
8. Work is performed independently. The Zoning Commission does not have an established office space so work is done independently utilizing township laptop or personal computer.

Interested candidates should send letters of interest and/or resume to: Auburn Township Zoning Commission, 11010 Washington Street, Auburn Township, OH 44023
Or Fax- 440-543-9520
Or email – admin@auburntownship.com