

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

DEPUTY SUPERVISOR

Supervised by: Township Supervisor
Supervises: Subordinate personnel as assigned

Position Summary:

Under the general direction of the Township Supervisor, coordinates the day-to-day operations of the Supervisor's office and provides administrative assistance. Handles routine administrative functions, and receives and answers inquiries from residents, other Township staff members, and community leaders. Maintains confidentiality of sensitive or personal information. By statute (MLC 41.61), acts as Township Supervisor in that person's absence.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Meets with the Supervisor on a regular basis to discuss status of current activities, reports, and upcoming projects.
2. Facilitates the interface of the Supervisor's office with other Township offices.
3. Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel. Provides general information regarding Township operations and policies.
4. Receives, prioritizes, and directs correspondence and mail to the appropriate employee or department for response and follow up. May personally respond to items for the Supervisor.
5. Prepares and processes correspondence, records, documents, reports, statements, and information requests. Updates references and manuals. Types, files and performs data entry.
6. Coordinates the preparation of meeting agendas for the Board of Trustees and facilitates the distribution of agenda materials. Records and transcribes meeting minutes as required.
7. Schedules appointments and makes arrangements for the Township Supervisor and other officials.
8. Serves as Housing Commission Aide. Prepares related housing, financial and statistical reports and submits required reports to HUD. Prepares agendas, bills, and requests for checks and maintains bank and ledger balances of housing monies spent and received.

9. Assists Supervisor with issues and materials related to the presentation and distribution of the Township budget.
10. Serves on special committees and participates in civic and professional organizations as assigned.
11. Acts as a community liaison on behalf of the Supervisor and Township, responding to the inquiries and issues of community leaders and public groups.
12. Performs special projects as requested.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

This is an appointed position required by statute. There are no requirements, other than selection by the Supervisor. However, the following qualifications are desirable and may serve as a guideline for selection.

- A high school diploma, or the equivalent supplemented by vocational training in office management with an Associate's degree highly preferred.
- Five or more years of experience as an administrative assistant or aide.
- Must be bondable.
- Registration as a Public Notary or ability to obtain upon hire.
- Considerable knowledge of the principles and practices of municipal government operations.
- Skill in managing and utilizing complex reports to formulate policy and service recommendations.
- Skill in the use of office equipment and technology, including computers and word processing software, and the ability to master new technologies.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Ability to type and enter data with speed and accuracy.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, retirees, elected officials, other governmental and regulatory agencies, and professional contacts.

- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is required to stand, walk, and occasionally stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.