

## **FULL-TIME MUNICIPAL ADMINISTRATIVE ASSISTANT**

The Township is seeking a highly organized, professional, and motivated Administrative Assistant to join Mantua Township. This is a multifaceted position providing administrative support across several areas of municipal government, including the Mayor's Office, finance and daily operations, constituent services, communications, and general municipal administration.

The successful candidate will serve as a key administrative support resource to the Mayor and Township administration, while also assisting with the municipality's communications and media efforts. This position requires someone who is comfortable managing multiple priorities, working independently, maintaining confidentiality, and interacting professionally with elected officials, employees, residents, businesses, and the public.

This position is ideal for an individual with strong administrative, organizational, financial, and communication skills who enjoys working in local government and being part of a team that serves the community.

Duties include, but are not limited to:

### **Mayor's Office / Administrative Support:**

- Provide daily administrative and clerical support to the Mayor.
- Assist with scheduling and coordinating meetings involving elected officials, department heads, residents, community organizations, and outside agencies.
- Assist with constituent inquiries and ensure questions and concerns are appropriately directed and followed up on.
- Assist with special projects and events as directed by the Mayor and Township Administrator.
- Help manage and update Township social media platforms and other communication channels.
- Assist with newsletters, website content, press releases, community notices
- Provide administrative support to the Township Administrator and municipal departments as needed.
- Economic Development: Providing administrative support for business inquiries, development projects, and coordination with businesses and other stakeholders.

### **Finance Operations:**

- Process daily payments and assist with the municipality's daily financial transactions.
- Receive, review, process, and track invoices for payment.
- Assist with purchase orders, vouchers, requisitions, and other financial documentation.
- Coordinate with the Finance Department and other municipal departments regarding invoices, payments, and supporting documentation.
- Provide administrative support for various municipal financial and operational functions.

### **Qualifications:**

- High school diploma or equivalent required; college degree or coursework in public administration, business administration, communications, finance, or a related field preferred.
- Prior administrative, municipal government, finance, communications, or related experience preferred.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines.
- Ability to work independently while also functioning effectively as part of a team.
- Professional demeanor and ability to interact effectively with elected officials, employees, residents, businesses, and the general public.
- Proficiency with Microsoft Office, email, calendars, and social media platforms.
- Experience with municipal financial or administrative software is a plus.
- Knowledge of local government operations is preferred but not required.

### **Compensation & Benefits:**

**Salary Range: \$50,000 – \$55,000 annually**, commensurate with qualifications and experience.

The Township offers a comprehensive benefits package, including health benefits, paid time off, holidays, and participation in the applicable municipal retirement program.

To apply, please email or submit letter of interest and resume to Jennica Bileci, Business Administrator, [jbileci@mantuatownship.com](mailto:jbileci@mantuatownship.com)

The Township of Mantua is an Equal Opportunity Employer.

Deadline for Applications: November 10, 2026