



Heartland Values, Flowing Opportunities

Employment Opportunity – Join the City of Napoleon

Front Desk Receptionist / Clerk of Council

The City of Napoleon is currently accepting applications for the position of Front Desk Receptionist / Clerk of Council. This position is responsible for performing a variety of administrative tasks for multiple departments and taking, recording, and transcribing minutes of meetings for City Council, City Committees, and other City Boards. The ideal candidate must have excellent written and verbal communication, be able to multitask, and have a professional attitude. The ideal candidate must possess a high school diploma or equivalent, and two (2) years of officer clerical and/or customer service experience. This is a full-time position with occasional evening hours and a pay rate of \$15.99-\$21.13 per hour.

Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview, Napoleon, Ohio or at www.napoleonohio.com. A completed application and resume must be submitted by 4:00 p.m. on May 9th, 2025, to be considered.

**Contact City of Napoleon's HR Director with questions at
(419) 592-4010 or broof@napoleonohio.com.**

The City of Napoleon is an Equal Opportunity Employer

City of Napoleon

**FRONT DESK
ADMINISTRATOR/
CLERK OF COUNCIL**

DEPARTMENT: Administration
REPORTS TO: City Council/City Manager
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: Non-Bargaining
APPROVED BY: Lori Siclair - City Manager
LAST UPDATED: **04/28/2025**

SUMMARY

This position is responsible for secretarial and receptionist work involving performance of secretarial task of a wide and varied scope. The work requires public contact and the exercise of judgment in the application of prescribed procedures and methods to routine matters. The employee in this class may work under close or general supervision depending upon the nature of the assignments.

FRONT DESK ADMINISTRATOR ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Answering the telephone and routing the calls to the appropriate departments and gives general information in response to public inquiries, handles complaints, explains simple regulations, assists residents and contractors with construction and building applications and explains simple regulations. Serves as liaison with governmental officials, department heads, constituents, attorneys, media and general public.
- Serves as receptionist to the City Manager, City Engineer, Parks and Recreation Director and/or other City officials
- Acts as backup to Executive Assistant.
- Operates copying machine, computer hardware and software, fax machine and other office equipment as necessary.
- Speaks and writes English fluently.
- Schedules appointments for City Engineer, Building & Zoning Administrator and Construction Inspector.
- Maintains office supplies and ordering supplies for the general office area
- Takes recreation signups for different programs and scheduling shelter house rentals; hands out recreation equipment and assists the Parks and Recreation Department with coordinating team sports.
- Maintains files and records for the Engineering/Building Zoning Department, including record retention and public record requests.
- Maintains discretion handling confidential matters and correspondence.
- Completes or assists with completion of special projects and/or assignments.
- Prepares bid tabulations and assists with the review of the bids received by the Engineering Department.
- Types correspondence, memorandums, purchase orders, forms, public notices and press releases.
- Assists the Parks and Recreation Department with coordinating team sports and scheduling shelter house rentals.
- Logs permit intakes into Code Pal or other designated programs.
- Log checks received for fees from registrations, shelter rentals, permits, etc.

CLERK OF COUNCIL ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Attends Council meetings, Council Committees, Commissions, and Boards. Must be flexible in work times and days and have the ability to adjust work times and work hours as necessary.

- Keeps the official City records for City Council, Council Committees, Commissions, and Boards and has responsibility for taking and maintenance of City Council, Council Committees, Commissions, and Boards meeting minutes.
- Maintains official records of the city's codified ordinances, resolutions, motions, contracts, and bid specifications.
- Works directly with City Council, City Mayor, Appointing Authorities and Department Heads to prepare the agendas for City Council, Council Committees, Commissions, and Boards, and publishes dates and times of the same with the local newspaper, radio station, and other public media.
- Provides agendas, minutes, and supplementary information for weekly Council packets in a timely manner.
- Coordinates appointments to City boards and commissions and related matters.
- Responsible for timely publishing of passed legislation in the local newspaper and placing the same on the City's website.
- Coordinates records archiving and annual disposal of City records, and procedures for records archiving, and assists City Departments in the implementation of the same.
- Maintains discretion in handling confidential matters and correspondence.
- Completes or assists with the completion of special projects and/or assignments.
- Screens incoming calls, correspondence, and mail, responding independently when possible.

QUALIFICATIONS

- General bookkeeping and business arithmetic
- Must have computer skills and be able to type.
- Knowledge of office terminology, procedures and word processing.
- Ability to maintain clerical records and prepare reports using various computer software.
- Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies.
- Good knowledge of governmental procedures, legal requirements for legislative process, minutes taking procedures, meeting protocols, Robert's Rules of Order, Ohio Ethics Laws, Ohio Sunshine Laws on meetings and public records, office automation, terminology, clerical methods used in keeping City records, general office procedures, routines, and equipment.
- Ability to get along with the general public and other employees.
- Ability to maintain discretion in handling confidential information and documentation.
- Clerical aptitude.
- Good judgment; tact and courtesy.

EDUCATION and/or EXPERIENCE

- High School diploma or equivalent and two (2) years of secretarial and customer service work experience.
- Must possess a valid Ohio Driver's License.
- Acquire a Notary Public certification within 120 days of employment.

PHYSICAL DEMANDS

- Must be able to lift up to 20 lbs.

WORK ENVIRONMENT

- This job must be performed on-site unless otherwise directed.
- Provides off-site administrative support during emergency conditions at the Emergency Operations Center (EOC) for the City of Napoleon; possible long shifts; maintains EOC files as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.