

ADMINISTRATIVE OPERATIONS AND FOIA COORDINATOR

General Summary:

Coordinates and oversees administrative operations for the Township, including records management, Freedom of Information Act (FOIA) compliance, board administration, accounts payable support, and public communication functions. Serves as a central point of coordination for Township operations, ensuring efficient office procedures, regulatory compliance, and professional service to residents, staff, and elected officials.

Typical Duties:

- Collects payments for services, such as taxes, water, sewer, ambulance, cemetery, donations, zoning and transfer station
- Serves as a point of contact for residents, businesses, and outside agencies regarding Township services and information.
- Provides administrative support to Township departments, boards, commissions, and management staff
- Acts as Secretary to Township Supervisor, Manager and Board
- Prepares correspondence, reports, legal notices, and other official Township documents
- Coordinates Township Board administration, including agenda preparation, packet assembly, minutes, synopsis and public notices as required by law, including postings in local paper
- Operates computer, calculator/adding machine, photocopier, postage machine
- Proves cash daily and makes deposits as needed
- Update policy and procedure book and assists with policy administration and procedural compliance
- Communicate with computer consultants to correct computer problems, as needed
- Requests for new or repaired streetlights
- Generate permits for road closures for parades and utility repairs
- Submits MDOT annual Construction and Scrap Tire permits
- Balance Transfer Station money
- Order paver bricks and update database
- Research various items for Board use
- Set up, annual billing and maintenance of waste haulers
- Post Job Vacancies with outside services
- Opens and distributes mail and emails
- Purge files as needed

- Maintains official Township records, files, resolutions, ordinances, and retention schedules.
- Accounts payable processing, invoice management, and vendor communications.
- Website Maintenance and Posting
- Maintains Petty Cash and Credit Card
- Performs a variety of related office duties as required
- Up to date on various governmental laws, with special attention to OMA and FOIA
- Acts as Office Assistant when vacant
- Assists with election processes
- Serves as the Township FOIA Coordinator, processing, redaction, including Body Cam, and responding to Freedom of Information Act requests in accordance with state law
- Run errands daily
- Notary Public
- Attend and act as recording secretary for all Township Board meetings

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

- Education: High School Graduate or equivalent
 - Experience with office procedures, accounting software, and operation of office equipment
 - Knowledge of governmental practices
 - Knowledge of customer service and public relations practices
 - Ability to establish work priorities and complete assignments accurately within established deadlines with minimal supervision
 - Ability to maintain confidentiality and exercise sound judgment
 - Strong organizational, communication, and problem-solving skills
 - License/Certification: Must be bondable, Driver's License, pass CJIS (Criminal Justice Information System) LEIN Training, pass QVF (Qualified Voter File) and Election training
 - Pass physical and drug testing
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- Estimated on the Job Training Period: 6 months to 1 year

The qualifications above are guidelines; alternative qualifications may be substituted if sufficient to perform the duties.