

Job post summary

Date posted: September 15, 2025

Pay: \$55,000.00 - \$68,250.00 per year

Job description:

Job Description

Position Title: Executive Assistant to the Mayor

Scheduled Work Hours/Days: Full-Time, 40 hours per week

Reports To: Mayor

- ❖ Preparing and typing reports, communications, written documents, and other correspondence requiring independent judgement in handling format, procedure, and context
- ❖ Focal point for communications/messaging from the Mayor's Office
- ❖ Receiving, investigation and responding to sensitive phone calls, citizen inquiries, and/or complaints that may involve confidential matters
- ❖ Scheduling meetings and appointments
- ❖ Maintaining the Mayor's calendar
- ❖ Maintaining office files
- ❖ Creating flyers for various events including upcoming events and other information including summer camp and the summer concert schedule to be distributed to the community
- ❖ Answer and screen phones for transfer to appropriate department/employees
- ❖ Schedule and maintain Tool and Truck Rental for Service Department when Finance Clerk is unavailable or absent due to vacation, sick, etc.
- ❖ Create the monthly Calendar for the Senior Van Transportation
- ❖ Schedule Senior Van Transportation
- ❖ Schedule and maintain Community Center for rental
- ❖ Plan, coordinate, and supervise the activities Mayor's Trips for Oakwood Village residents
- ❖ Process all purchase order requests for Mayor's Trips, Senior Activities, Community Center
- ❖ Prepare outgoing packages and letters for mailing
- ❖ Make sure that the postage meter has appropriate monies and supplies when needed
- ❖ Coordinate quarterly purchasing of office supplies for all departments
- ❖ Greet and assist customers/residents that come to Administration Office
- ❖ Provide visual and audio tracks for Mayor's Wednesday event at the community center

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Parental leave
- Retirement plan
- Vision insurance

Ability to Commute:

- Oakwood Village, OH 44146 (Preferred)

Ability to Relocate:

- Oakwood Village, OH 44146: Relocate before starting work (Preferred)

Work Location: In person