

# JOB POSTING



# Oakwood Village

<b>Job Title:</b>	Part-Time	<b>Job Category:</b>	Boards and Commission Secretary
<b>Department/Group:</b>	Building	<b>Schedule</b>	20-Hours a week
<b>Location:</b>	Village Hall	<b>Travel Required:</b>	Less than 5%
<b>Level/Salary Range:</b>	20.00 Hr.	<b>Position Type:</b>	Part-time non-exempt
<b>Contact:</b>	Erica Nikolic	<b>Date Posted:</b>	April 6, 2026
<b>External Posting URL:</b>	Village Website <a href="https://www.oakwoodvillageoh.com/">https://www.oakwoodvillageoh.com/</a>		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> Email: <a href="mailto:enikolic@oakwoodvillageoh.com">enikolic@oakwoodvillageoh.com</a> Subject Line: Boards & Commissions Secretary		<b>MAIL -OR- IN PERSON</b> Erica Nikolic Village of Oakwood 24800 Broadway Avenue Oakwood Village OH 44146 <b>IF IN PERSON, IT MUST BE BY 4:30P.M. BUSINESS DAY</b>	
<b>Job Description</b>			

## Job Description - Exhibit A

- ASSIGN PC, ABR, & ZBA NUMBERS (BOOK IN BUILDING DEPT)
- PREPARE AGENDA
- COPY APPLICATION & DRAWINGS (15 COPIES)
- PUT IN PACKETS FOR EACH BOARD MEMBER, MAYOR, LAW DEPT., ONE TO BUILDING DEPT, TWO EXTRA TO MEETINGS
  - APPLICATION & DRAWINGS FROM BLDG DEPT
  - AGENDA
  - MINUTES OF PREVIOUS MEETING TO BE APPROVED
  - TAKE PACKETS TO NIKI AT POLICE DEPT. WHO WILL DISTRIBUTE THEM.
- SEND TO WEBSITE: AGENDA AND MINUTES TO BE APPROVED (COUNCIL CLERK WILL HELP WITH THIS)
- PREPARE VOTING SHEET
- AT MEETING HAVE GUESTS SIGN IN (FOR PROPER SPELLING ON MINUTES)
- RECORD MEETING
- AFTER MEETING - SEND COMPLETED ATTENDANCE SHEET & VOTING SHEET. MAKE COPIES OF EACH & GIVE TO BUILD DEPT, MAYOR, COPY IN BOOK FOR FILING
- TRANSCRIBE MINUTES & MAKE COPIES FOR EACH BOARD MEMBER, LAW DEPT, MAYOR AND SEND ELECTRONIC TO WEBSITE

Qualified applicants may submit a resume, via e-mail to ([enikolic@oakwoodvillageoh.com](mailto:enikolic@oakwoodvillageoh.com)).

### **ADDITIONAL NOTES**

The Village of Oakwood is an Equal Opportunity-Affirmative Action Employer