



Randy Evans, Mayor
David Swackhammer, Director of Public Service/ Safety

145 Broadway St. Jackson, Ohio 45640
(740) 286-2201 cityadministration@jacksonohio.us

Job Posting for the City of Jackson Executive Assistant

Posting Date July 6, 2022

Open until filled.

This position will be an Executive Assistant to both the Mayor and Director of Safety and Services for the City of Jackson.

In such a role you will have access to confidential, financial and personal information for the City. The highest level of professionalism and confidentiality will be required.

Roles and Responsibilities

- Follows broadly based directives
- Coordinate executive communications
- Develops, reads and analyzes a wide variety of instructional information and data
- Complies and writes related training material(s)
- Prepare internal and external documents
- Oversees variable aspects of active projects and provide direct assistance to ensure timely project execution and documentation.
- Review project implementation and gather data on project execution
- Schedule meetings and appointments
- Maintain an organized filing system of paper and electronic documents
- Supports human resource and personnel records management
- An understanding of HR, FMLA, FLSA and BWC best practices
- Coordinates annual workforce performance management
- Coordinates the City's health and safety program.
- Will cross-train with other office roles as needed



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Qualifications:

- Bachelor's degree preferred related field/work experience supporting the roles and responsibilities
- Strong oral and written communication skills
- Strong knowledge of Bureau of Workers Compensation; guidelines, reports, forms, etc.
- Strong organizational and prioritization skills with a focus on attention to detail and accuracy
- Strong customer service focus
- Strong technical skills with proficiency in Microsoft based applications (Word, Excel, PowerPoint), with a willingness to learn and master other software programs as needed
- Ability to drive results in a highly ambiguous and constantly changing environment
- Strong analytical, quantitative and critical thinking skills – ability to prepare and analyze HR reports, translate data into recommendations and take appropriate action to achieve desired business results
- Ability to lead and manage projects independently
- Ideal candidate would have basic knowledge of manufacturing, environmental, health and safety regulations.

This is a Salary non-Union position.

Please submit your resume to HR@jacksonohio.us or drop-off at 145 Broadway Street, Jackson, Ohio 45640