

ARLINGTON TOWNSHIP

JOB DESCRIPTION

OFFICE MANAGER

This position is intended to be 20-30 hours per week but may require additional time as needed by the Township. The key qualities for this position are:

1. Organizational skills.
2. Proficiency with the Microsoft Office Suite, Adobe, and Quick Books software.
3. Interpersonal skills for communications with the public, as well as Township Trustees, Planning Commission members and Staff.
4. Integrity.
5. Availability to attend 2-4 evening meetings per month.
6. Experience in taking minutes.
7. The willingness to engage in training as directed by the Township.

Prior experience in local government is a plus.