

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-35**

RESOLUTION ESTABLISHING THE POSITION OF OFFICE MANAGER AND JOB DESCRIPTION AND PROMOTING DIANNE FRENCH TO THAT POSITION.

WHEREAS: The Township Trustees wish to establish the position of Office Manager, associated job description and salary range for that position; and

WHEREAS: The Township Administrator is recommending that Dianne French be promoted to that new position due to her experience with the township and qualifications.

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of Fairfield Township, Butler County, Ohio, as follows:

SECTION 1: The Board of Trustees hereby approves the creation of the position of Office Manager, associated job description and salary range for that position.

SECTION 2: The Board of Trustees hereby approves the promotion of Dianne French to Office Manager due to her experience with Fairfield Township and qualifications effective March 29, 2025.

SECTION 3: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: March 11, 2025

Board of Trustees

Michael Berding: _____
Shannon Hartkemeyer: _____
Joe McAbee: _____

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 11th day of March, 2025.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Katherine Barbieri
Katherine Barbieri, Township Law Director



Job Title: Office Manager
Department: Administration
Reports to: Township Administrator
Pay Classification: Hourly, Non-Exempt

Summary:

The Township Office Manager works in a fast paced and customer service-oriented position, providing primary support to the Administration and Zoning Departments and secondary support to all other departments. Communication and regular contact with Department Heads and the public are an integral part of the Office Manager's job. Part of this communication includes preparing and sharing public meeting agendas and support documentation, distributing and managing insurance information to all departments, and assisting with the Zoning permit process. In addition, the Office Manager is responsible for noticing the public meeting, updating the Township website, ordering supplies, handling special projects, and working collaboratively with Township staff to develop solutions to organizational problems. Responsibilities include running the day-to-day Front Office operations, responding to resident and staff inquiries, and serving as the contact with other governing and legislative bodies. Sensitivity to the needs of the total Township organization, support to management in the research and budgetary tasks, and use of sound judgment in maintaining confidentiality is necessary.

Essential Functions:

The successful candidate possesses highly effective administrative skills and understands the patterns of Township operations; the ability to exercise good judgment and tact when responding to Township residents and commercial constituents; the proficiency to learn new concepts and ideas concerning local government; and be able to effectively organize, complete and evaluate technical assignments. This position includes but is not limited to:

- Oversight and assistance to designated departments through contact with department heads.
- Assist the Township Administrator with preparing materials for various Township meetings including public agendas, resolutions and monthly reports.
- Responsible for assisting the Zoning Department with communication about the permitting process and being able to field basic zoning questions.
- Developing and executing strategies to manage the township's online presence across various social media platforms, create engaging content, interacting with followers, monitoring social media trends and maintaining a consistent brand across all channels.

- Acts as primary liaison and communicates with agencies and employees regarding risk insurance, Workers Compensation, and COBRA plans.
- Prepares correspondence and/or supporting data as may be needed by the Township Administration; writes reports and/or summarizations as requested.
- Manages daily administrative tasks, including answering the phones, scheduling and organizing documents, greeting guests at the front desk, creating files for administration and zoning, maintaining office equipment, and performing computer data entry of necessary reports in a timely manner.
- Creates and maintains schedules for all township boards including Township Trustees, Zoning Commission, Board of Zoning Appeals, the CIC and the JEDD.
- Responsible for creating and sending advertisements and notices to be published either in the newspaper or on social media platforms.
- Backs up the Fiscal Office Clerk as needed, including possible assistance with payroll, purchase order creation, and production of minutes.
- Coordinates with departments for Township events.
- Establishes and maintains cooperative relationships with other governmental agencies, various community groups, and the news media.
- Manages employee personnel files.
- Maintains building usage schedule and waivers.
- Oversees building maintenance and keeping the office clean for board meetings.
- Oversees ordering of office supplies and supplies for events.
- Prepares and scans necessary documents as part of the records retention policy as required by the State of Ohio.
- Coordinates the purchases of plaques for the Veterans Memorial.
- Manages various projects as tasked by the Administration.
- Demonstrates flexibility and cooperative attitude when faced with change and new challenges while assisting others in doing the same

Qualifications:

Required:

- Highschool Diploma or GED
- Superior oral and written communications skills with strong leadership and facilitation experience
- Proven project management skills
- 5+ years of experience in local government administration and/or in an office setting
- Proficiency in Microsoft Excel, Word, Outlook, Access, MSProject and PowerPoint

Preferred:

- Experience in office management.

- Human Resources knowledge including experience with Performance Management, Compensation, Policy Development
- Experience with purchasing/cost management
- Public Records Management

Knowledge, Skills & Abilities:

- Valid Ohio Driver's License
- Understand and have basic knowledge of zoning.
- Must be able to develop and maintain a productive working relationship with the all Department Heads and the Fiscal Office.
- Must be passionate about developing excellent relationships with the residents and employees.
- Ability to articulate and present a positive professional image both in person and on the telephone.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Ability to maintain tact and courtesy when interacting with the public and employees.
- Ability to communicate well both verbally and in writing.
- Proficient in Word, Excel, Access, and PowerPoint software.
- Ability to work effectively between departments.
- Ability to properly compose and edit news releases, articles, and letters in an interesting manner.
- Ability to maintain records and prepare reports.
- Ability to maintain confidentiality of material.

Attendance:

The Township office is open from 8:00 am to 4:30 pm, Monday through Friday. A minimum of forty (40) hours per week will be expected, notwithstanding vacation or other excused absences. Regular attendance of various board meetings will be expected after normal working hours. Occasional weekend or holiday work may be required.

Tools and Equipment:

Personal computer, word processing, website development, and spreadsheet software, calculator, printers, copiers, telephone, fax machine, postal meter, and others.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires frequent on-site inspections including in unimproved and off-road areas. Some of the duties of this job are also performed inside a climate-controlled office setting. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Equal Employment Opportunity Statement

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated.