

VERMILION TOWNSHIP ZONING SECRETARY POSITION

Job Description: Boards and Commission Secretary – Part-time & On-Call
(HOURLY WAGE: \$15.00 to \$20.00 based on prior experience)

Applications and resumes are now being taken. This is a part-time position that may last from zero to 30 hours monthly on an as needed basis only. You will be required to work second shift on meeting nights. Hours vary and include hours as needed and requested. Meetings typically occur in the evenings and last up to two (2) hours. Preparation, attendance, and post-event duties typically total four (4) hours per meeting.

What You Will Do:

- Perform as Boards and Commissions secretary, taking notes, recording decisions, producing and maintaining public records and various administrative duties.
- Serve under the direction and supervision of the Vermilion Township Administrator and various board and commission Chairpersons, on a part-time as needed basis only.

Who we are looking for:

- Individuals with superior interpersonal communication skills who are detail oriented.*
- Able to work in both a supervised environment and work independently as needed.*
- Honest, accountable, respectful of others and who takes pride in the quality of their work.*
- Someone who always maintains professionalism when dealing with the public and other employees under sometimes emotionally charged encounters.*

Position Description: PART-TIME ZONING SECRETARY

- Operates basic office equipment & performs tasks suited to providing accurate meeting records for various committees, commissions, and boards, as needed.
- Operate and manage recording equipment during meetings. Accurately record and prepare meeting minutes, capturing all motions, decisions, and roll call votes.
- Ensure draft minutes are completed within a reasonable time, as provided by law or otherwise required. File and maintain minutes as permanent public records. Finalize approved minutes and make them available for public inspection only after formal approval by the respective committee, board, or commission.
- Work under the direct supervision of the Township Administrator and coordinate with Board of Trustee, Board of Zoning Appeals, and Zoning Commission Chairpersons, to prepare agenda items and member read-ahead packets and required legal documentation.
- Maintain and organize meeting-related documents and records under the direction and supervision of the Records Custodian and Fiscal Officer.

Qualifications

Formal education in Arithmetic that includes decimals, percentages & fractions; ability to read, write & speak common English vocabulary; 3 months formal training or two (2) years of job related experience in operation of basic computer and office equipment.

Proficiency in Microsoft Office applications, strong communication and organizational skills, attention to detail, and the ability to maintain confidentiality and work independently or under supervision required.

Strong typing (60 WPM+), grammar, and punctuation skills are critically required.

Candidate must have strong organizational and verbal communication skills, the ability to work in a public setting (*meetings*) and the ability to maintain confidentiality of sensitive information.

Ability to lift and carry twenty-five pounds. (*Specifically document storage boxes*)

Experience as a recording secretary, particularly in a government organization, is preferred. Knowledge of Robert's Rules of Order or basic parliamentary procedures is preferred.

Supplemental Information

*This position is not an overtime eligible position.

*This part-time position does not offer fringe benefits, health insurance, paid sick leave, vacation and is ***filled hourly at a rate of \$15.00 to \$20.00 per hour***, based on experience.

Background Check

The final candidate selected for this position may be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

ADA Statement

The Vermilion Township Trustees are committed to providing access and inclusion and reasonable accommodation in its services, activities, programs and employment opportunities in accordance with the Americans with Disabilities Act (ADA).

Drug-Free Workplace

The Vermilion Township is a drug-free workplace which prohibits the use of marijuana (recreational marijuana/non-medical cannabis). Please note, this position may be subject to additional restrictions pursuant to personnel policies of the Vermilion Township

Interested applicants should submit resume or CV to the Vermilion Township Administrator, kjohnson@vermiliontownship.com or hand deliver a print copy of their resume or CV to 1907 State Road, Vermilion Ohio, Erie County, between 9AM to 1 PM, Mondays through Thursdays

Posted to the Vermilion Township Website on 5 February 2026.