



**RESOLUTION #25-12-108**

**A RESOLUTION CREATING THE POSITION OF OFFICE MANAGER**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 2nd day of December, 2025 with the following Trustees being present: Kama Dick, Julie Reese, and Beth van Haaren.

Trustee DICK moved for the adoption of the following resolution:

**WHEREAS**, Bethel Township, Miami County has recently experienced the loss of its Township Administrator; **AND**

**WHEREAS**, the Bethel Township Board of Trustees, Bethel Township, Miami County would like to provide an option for administrative assistance. **THEREFORE**

**BE IT RESOLVED** by the Board of Trustees of Bethel Township, Miami County that:

**SECTION 1.** The position of Office Manager shall be created to assist the Trustees with administrative duties.

**SECTION 2.** The Office Manager position description shall be as follows:

**General Nature of Work and Overview**

This Bethel Township, Miami County Office Manager position is responsible for administrative duties to assist the Trustees, overseeing the day-to-day operations of the office and ensuring efficient office processes. This role requires a proactive individual with strong attention to detail skills.

The position reports directly to the Township Trustees. The position is part-time and shall not exceed an average of 30 hours per week. The position offers a competitive salary based on experience and qualifications, plus benefits such as paid time off.

**Equipment and Job Location**

The job site is the Bethel Township building, 8735 South Second Street (Brandt). Equipment used includes general office equipment including a personal computer, copier, fax machine, telephone, and filing cabinets.

**Essential Functions and Key Responsibilities**

- Receive, sort, and direct Township mail.
- Field and log phone calls, emails, walk-in customers, and referrals from initiation to final resolution.
- Prepare requisitions for purchases.
- Organize files, invoices, purchase orders, and receipts.
- Schedule and organize meetings and events, including posting notices on the website and social media, and creating necessary agendas.
- Negotiate and re-negotiate contracts.
- Seek out waste and make recommendations on how to eliminate.
- Post notices and information on social media.
- Perform website maintenance and improvements.
- Coordinate or prepare annual inventory.
- Check and maintain office supplies by organizing and ordering as needed.
- Ensure technology updates are completed and cybersecurity measures are being followed.
- Create and maintain "how to" documents for processes and procedures.

- Grant research and submittal.
- Advise and participate in yearly budget creation.
- Keep the Trustees informed of status of issues, projects, concerns, etc.
- Perform other duties as directed.

**Skills, Knowledge, Abilities, and Qualifications**

- Stellar attention to detail. All tasks will be expected to be performed in a timely and accurate fashion.
- Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, and the general public.
- Ability to maintain records efficiently and accurately.
- Ability to communicate effectively both orally and in writing, and to prepare reports in a neat concise, and accurate manner.
- Proficiency in Microsoft Office and ability to use software to maintain the website and social media sites.
- Exceptional listening skills and professionalism.
- Demonstrated success in cost control and budget management.
- Associate degree supplemented by some experience in computer technology.
- Must hold and maintain a valid driver's license issued by the State of Ohio, with no serious violations during the last five years.

**SECTION 3.** The Office Manager position description shall be added to the Personnel Policies and Procedures Manual in an appropriate appendix.

Trustee Reese **seconded** the motion and the Board voted as follows upon roll call:

<b>Vote:</b>	Trustee Kama Dick	<u>✓</u>	<u>Kama Dick</u>
	Trustee Julie Reese	<u>✓</u>	<u>Julie Reese</u>
	Trustee Beth vanHaaren	<u>✓</u>	<u>Beth van Haaren</u>

**Attest:**

Rhonda Ross  
Rhonda Ross, Fiscal Officer  
Bethel Township, Miami County, Ohio