



4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
Paintcreektrail.org

## **Administrative Assistant Posting & Job Description**

### **Paint Creek Trailways Commission**

### **Rochester, Michigan**

**June 15, 2022**

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The Administrative Assistant shall be conversant with modern office technology, with knowledge of MS Office. The Assistant will maintain necessary confidentiality, exercise judgment, and perform a variety of duties requiring knowledge of the Trailways Commission's practices, policies and procedures. The assistant will work both in an office setting and on the trail. The Administrative Assistant works 12 hours per week and reports to the Trail Manager and/or the Trailways Commission Chair.

#### **Clerical Responsibilities:**

1. Compute, compile and record data.
2. Set up and maintain accurate files.
3. Maintain Trailways Commission photo library and news archive.
4. Type and issue temporary permits in accordance with Commission policy.
5. Type letters, reports and forms.
6. Make appointments, arrange meetings and schedules for staff and Commissioners.
7. Answer telephone and email.
8. Receive, record and process citizen complaints and suggestions.
9. Operate office equipment such as, but not limited to: calculator, copier, fax machine, computer, tablet, scanner, laminator, and smart phone.
10. Assist Trail Manager with agendas and meeting packets.
11. Type and distribute press releases and related media information.
12. Maintain a working inventory of office supplies and items for sale.

#### **Analysis and Reporting**

1. Gather information from public sources
2. Prepare reports as required
3. Update records such as, but not limited to, monthly Treasurer's Report, Trailways Commission meeting minutes.
4. Complete FOIA requests
5. Compile statistical data and prepare reports regarding the data.
6. Review draft meeting minutes for corrections.
7. Inspect and observe trail as required by trail manager.

#### **Financial**

1. Prepare invoices for Commission approval.

2. Obtain receipts from vendors.
3. Prepare checks for signing.
4. Deposit Commission payments.
5. Create and update financial records.
6. Prepare and compile materials for annual fiscal audit.

### **Publicity/Public Relations**

1. Raise awareness of trail in community.
2. Update and help maintain Trailways Commission website and social media accounts.
3. Coordinate Adopt-a-Trail program.

### **Events**

1. Plan and execute Trailways community events as directed by Commission.
2. Attend festivals and community events representing the Trailways Commission.
3. Assist in working with Friends group events.
4. Apply for event permits.
5. Work on event promotion, as directed by Trail Manager.
6. Assist in obtaining event sponsorships.

### **Other duties/responsibilities**

1. Perform all Commission related work as directed by Trail Manager and Trailways Commission Chair.
2. Attend monthly Trailways Commission meetings and quarterly Friends of the Paint Creek Trail meetings.
3. Represent Trail Manager at Trailways Commission meetings as required.

### **Required Qualifications and Desired Skills**

- Must be able to work with public;
- Must be able to work both independently and cooperatively;
- Must have good organizational skills;
- Must have excellent communication skills;
- Experience with WordPress and QuickBooks preferred;
- Knowledge of native plants and/or natural landscaping is desirable;
- Must be physically able to work outdoors and on the trail;
- Must be First Aid/CPR certified, or be willing and able to obtain certifications.
- Must own cell phone;
- Must have reliable transportation.

### **Responsibilities in absence of Trail Manager**

The Administrative Assistant must be prepared to perform the duties of the Trail Manager in the Trail Manager's absence. These temporary duties may consist of, but not be limited to:

- Preparing Trailways Commission meeting agendas and packets.
- Conducting inspections of trail and arranging for repairs/maintenance as needed.
- Attending Trailways Commission meetings and committee meetings.
- Assist and give guidance and instruction to bike patroller.

**Pay Range: \$12-\$17 per hour**, depending on experience and qualifications. 12 hours per week. No benefits.

**About the Paint Creek Trailways Commission:** The Paint Creek Trailways Commission is an intergovernmental agency that owns and operates the 8.9-mile recreational Paint Creek Trail. The Paint Creek Trail was the first non-motorized rail-to-trail in the State of Michigan, and traverses through Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion. The trail office is located at the Paint Creek Cider Mill, 4480 Orion Road, Oakland Township, 48306 (2nd floor). The trail has over 100,000 users annually and the Commission has an annual budget of approximately \$100,000. The trail is 8 feet wide, with a crushed limestone surface. The Paint Creek Trailways Commission employs a permanent part-time Trail Manager, a permanent part-time Assistant Trail Manager, and a seasonal part-time Bike Patroller. The Trailways Commission contracts with the Oakland County Sheriff's Office Mounted and Bicycle Patrols for seasonal law enforcement patrols. For more information, visit <http://www.paintcreektrail.org>.

**To Apply:**

Visit <http://www.paintcreektrail.org> for an application. **\*Submit cover letter, application, resume and two references (work and/or education related) by June 29, 2022 at 5:00pm to:**

Melissa Ford, Trail Manager  
Paint Creek Trailways Commission  
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Rochester, MI 48306  
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Email: [manager@paintcreektrail.org](mailto:manager@paintcreektrail.org)