

# LIMA TOWNSHIP

ESTABLISHED 1832

WASHTENAW COUNTY  
MICHIGAN



The Township of Lima is seeking an Office Manager to assist with the day-to-day operation and administrative tasks of the township. The township office is open Mondays, Wednesdays, and Thursdays from 9am to Noon and the office manager is expected to be in the office during those hours. Some work may need to be completed outside of regular offices hours. This part-time hourly position is expected to require 10-20 hours a week.

## Job Responsibilities:

- Answer phones and greet people who visit the offices.
- Bring in postal mail and distribute.
- Manage the general township email inbox by reading messages and responding or forwarding to the appropriate staff member.
- Order office supplies as needed.
- Assist office staff with tasks such as receiving permit applications and payments, drafting documents, and printing/copying.
- Assemble and distribute packets for Planning Commission monthly meetings (with input from Planning Commission Chairperson and Zoning Administrator).
- Assemble and distribute packets for Board of Trustees monthly meetings (with input from Trustees).
- Organize office filing cabinets / document storage and dispose of records following state mandated retention policies.
- Serve as township FOIA (Freedom of Information Act) coordinator.
- Support the supervisor, clerk, treasurer, zoning administrator, and assessor with other general office tasks, as needed.

Depending on experience and interest, other opportunities include:

- Act as recording secretary at Planning Commission, Zoning Board of Appeals, and Board of Trustees evening meetings.
- Update and maintain the township website.
- Coordinate live streaming at township meetings.

## Qualifications:

- Proficient with office software, including Microsoft Outlook, Word and Excel.
- Strong written and verbal communication to interact with employees and residents.
- Strong organization skills to create and maintain an orderly office environment.
- Attention to detail and ability to ensure accuracy in documentation.
- Ability to multitask and prioritize workload.

If you are interested in applying for this position, please send a letter of interest and resume to [clerk@limatownshipmi.gov](mailto:clerk@limatownshipmi.gov).