



Assistant to the Manager

Administration Department

Job Description

Job Description / General Definition:

Full time, non-exempt assistant position under the direct supervision of the Township Manager. Responsible for all administrative and clerical support as requested by the Manager. Evening work is required. This position is confidential by nature.

Supervision:

The position may supervise seasonal employees with specific projects. The position reports to the Township Manager and Assistant Township Manager.

Minimum education, training and experience required:

- Bachelor's Degree
- Considerable administrative and computer training and/or experience
- Ability to operate all common office machines proficiently.
- Knowledge of all common software, including Microsoft Office, Adobe Pro, and WordPress, and ability to attend continuing training, as needed, to stay current on existing programs or use new programs.
- Ability to multi-task with repeated interruptions.
- Ability to maintain strict confidentiality with all information.
- Strong organizational and communication skills.
- Dependable.

Essential Job Functions:

- Able to work under supervision and complete tasks independently with little to no supervision.
- Maintains cable information channel, updates calendar, agendas, minutes, and boards pages on township website, updates township information book, and maintains informational boards and binders to assure current information is available to residents.
- Keep all information organized and accessible; responsible to create and maintain filing system on the shared drive and Sharefile
- Organize and post all information to Sharefile for the Board of Supervisors meetings and mail packets.
- Recording secretary at Board of Supervisors and Planning Commission meetings as required, including the transcription and timely distribution of draft minutes for review through Manager or Department Head. May record minutes to other boards as required.
- Grant writing and administration

- Issuing basic Right-to-Know request responses, under the supervision of the Right-to-Know Officer
- Maintain the in-house directory, and other informational data as required.
- Responsible for anticipation and physical room set up for all township Board, Commission, and Committee meetings.
- Maintain Township records; minute books, and resolutions. Maintains files of original signed ordinances and ordinance books. Maintain file room administration files.
- Responsible for office supplies and equipment including: recommendations for purchase, inventory of supplies; informational brochures and warranties on office equipment
- Coordinate maintenance of all office equipment
- Coordinate Township Building repairs and maintenance, including but not limited to HVAC, electrical, plumbing, roofing, cleaning services, general construction, etc.
- Organize, track, and prepare all annual lists, volunteer board terms, and information for reorganization.
- Provide regular back-up to front desk. Schedule to be created by the Planning and Zoning Director.
- All other duties as assigned
- Employees are expected to attend training as directed by the Township Manager

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Formal application, rating of experience and education, oral interviews,

reference checks, background checks, and job-related tests might be used to evaluate a Candidate's qualifications for this position.

Evaluations:

Evaluated annually by the Township Manager.

Approved by: _____ Date: _____
 Kyle Seckinger, Township Manager

Employee: _____ Date: _____