



Administrative Assistant Part-Time

Job Description

General Description

This position is non-exempt and part-time.

Job Objective / General Description – Township Building:

Provide support to the permit clerk/receptionist. Duties includes answering phone calls and directing them to the appropriate authority, addressing walk-ins, accepting and releasing permits, selling P&R tickets, entering payments, processing mail and other duties as directed by the Director of Planning and Zoning.

Job Objective / General Description – AM Public Works Department:

Provide support to the Public Works Department with responsibilities that include, but are not limited to, preparing and maintaining operational data, assisting with incoming and outgoing communications, managing key database information and serving as a point of contact for the department. Primary focus is providing administrative support to the Director and Assistant Director of Public Works.

Supervision:

This position exercises no supervisory authority, reports to the Director of Finance and Benefits and Director of Public Works.

Minimum Education, Training and Experience Required:

- Must possess combination of experience and training that provides required knowledge, skills and abilities
- Must be proficient with Microsoft Office programs
- Must be willing to learn new computer programs as needed to function in the job
- Must possess excellent office communication and people skills
- Must possess experience working in municipal government or a related field or ability to learn
- Must possess proficient problem-solving skills, ability to analyze and assess various situations
- Must possess ability to handle different tasks and responsibilities simultaneously
- Candidate must be reliable, proactive, energized, and self-directed, having strong organizational and interpersonal communication skills
- Candidate must anticipate and coordinate projects and assignments and organize own schedule and that of others to meet deadlines

Essential Job Functions at the Township Building:

- Answer phones; log complaints; assist all persons as they come in; accept/release permit; answer questions regarding park and recreation programs, accept payment for programs, events, and classes; and address all general government concerns
- Track on-lot septic system inspections, home occupations, deed registrations, tenant registrations and annual use permits through the Township
- Perform administrative support for the Planning and Zoning Department
- All other duties as assigned by the Director of Finance

Essential Job Functions at the Public Works Building:

- Update and create various departmental database systems, lists, and spreadsheets including, but not limited to, street condition, bridge and culvert inspections, traffic light inspections, vehicle maintenance, and fuel and salt deliveries
- Provide quoting and documentation support for procurement of equipment. Review of invoices for payment
- Prepare the snow removal bid packet, post bid, and draft a bid tabulation and communication documents
- Draft bid tabulations and communication documents related to annual bid awards including, but not limited to, the salt, road materials and fuel bids
- Establish and update the townships PA One Call System communication
- Monitor Public Works Department information on the Township website and social media accounts. Provide website updates to the Assistant to the Manager and provide social media updates via Hootsuite
- Assist in the development and administration of capital projects and departmental initiatives
- Assist with the preparation and administration of the department's budget.
- Prepare monthly and year-end reports for publication by the Director of Public Works
- Provide front line support to residents by communicating departmental information and processing of concerns through a complaint tracking system (CRA). Track and update complaints and repairs in CRA
- Perform administrative duties that include filing, photocopying, data entry, faxing, scanning, ordering and maintaining supplies, preparing and sorting mail, coordinating meetings, appointments and training
- Assist in the development and preparation of presentation material and departmental reports including spreadsheets, handout materials, and reference or other visual materials
- Assist with special projects, research and other administrative tasks as required
- Attend training classes and seminars as directed

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.

Evaluation:

Evaluated annually by Director of Finance and Benefits and the Director of Public Works with a copy to the Township Manager.

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

Employee: _____ Date: _____