

Position Description

<u>Position Title</u>	Administrative Assistant to Township Manager
<u>Immediate Supervisor</u>	Township Manager
<u>Position Description</u>	<p>Position entails assisting the Township Manager and requires high-level organizational and secretarial skills in organizing and facilitating the activities of the office of the Township Manager. The person holding this position is also required to act as a facilitator between Department Heads, the Board of Commissioners, Consultants and the Township Manager on a daily basis. This position requires the ability to maintain a high degree of confidentiality with regard to matters handled by the Manager and a high degree of sensitivity to the needs of the public. This position also requires attendance at night time public meetings of the Board of Commissioners and other evenings as required.</p>
<u>Specific Responsibilities</u>	<p>Review and distribution of daily mail</p> <p>Assist with managing the Manager's calendar</p> <p>Type and edit all formal written correspondence generated by the Manager. This will include matters of a confidential nature.</p> <p>Organize and produce agendas for the Board of Commissioners monthly Workshop and Public Meetings, as well as special meetings as necessary. This includes the submission of public meeting announcements, as required, to the local newspaper.</p> <p>Assist with producing and editing the Township Newsletter</p> <p>Assist in the production of bid documents for various departments</p> <p>Screen phone calls on behalf of the Township Manager</p> <p>Assist Township Manager with Right-to-Know matters with regard to proper handling of Right-to-Know requests by the public.</p> <p>Production of Minutes for all public meetings, i.e., Workshops, Board of Commissioners, Special Meetings, WIP Committee, Police Pension Meetings and other meetings as may be required or requested by the Manager</p> <p>Management of the Township's general filing system, including retrieval of information as requested by the Manager</p> <p>Custodian of the Township's key system and record keeping related to distribution of keys.</p>

Custodian of the Township's vehicular titles along with the Director of Finance

Provide notary services for the Township

Coordination of the production, publication and codification with codifier of the Township's ordinances, resolutions and other legal documents

Other assignments, projects and activities as required by the Manager

Requirements

This position requires the minimum of a high school diploma. College level credits in English and/or the Liberal Arts is desirable. Must be well versed in MS Word. Specific secretarial training and/or experience is required. Training in various word processing applications. Training in the use of Microsoft Excel, Access is desired. Proficiency in the use of general office equipment.

Maintain professional appearance and demeanor

Possess excellent telephone skills which translate into sincerity and helpfulness toward individuals who are making in-person or telephone inquiries

Must be organized and flexible with regard to work assignments

Work Hours

Monday through Friday 8:00 am to 4:30 pm

Attendance at evening meetings of the Board of Commissioners and other evening meetings as occasionally required.