

## GENERAL JOB DESCRIPTION

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**TITLE:** Executive Assistant / Assistant Township Secretary

**DEPARTMENT:** Administration

**REPORTS TO:** Township Manager

**FLSA:** Non-Exempt

**SALARY RANGE:** \$43,325 to \$64,988

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### Position Summary

Performs a wide variety of complex senior administrative assistant and secretarial tasks requiring initiative, self-direction, and independent judgment. Position performs a wide range of complex, confidential, and sensitive duties for the Township Manager, elected and appointed officials.

### Essential Functions

- Independently manages executive support services; manages sensitive and confidential issues; answers questions where judgment and knowledge of Township policies, procedures and regulations are necessary; responds independently to inquiries when appropriate. Provides general administrative support to Council and Authorities, Boards, and Commissions (ABC) members.
- Exercises initiative and independent judgment gained through work experience and technical training, and based on knowledge of Township policies and procedures; assures that action items are properly managed and resolved; prepares information necessary for administrative decisions.
- Maintains calendars, and resolves complex meeting and travel schedules; coordinates meeting rooms and resources; coordinates development of meeting agendas, action item lists and presentation materials; coordinates and schedules meetings, appointments and travel; cross-trains in other office support duties as needed.
- Provides information and assistance to constituents, visitors and others having business with the Township; responds to requests for information and resolves problems within the scope of authority; explains laws, rules, regulations, policies, and procedures; answers incoming telephone calls and directs the caller to the correct person or work group, or takes and relays messages as appropriate.
- Manages special projects and assignments; creates, edits and processes memoranda, letters and technical documents.
- Coordinates, prepares, and tracks Council meeting agenda items, packet materials, resolutions and ordinances and coordinates legal advertising/public notifications for Council and Administrative matters.
- Functions as Editor of the College Township newsletter and assists in maintaining and troubleshooting the College Township website; assists with keeping all website content current.
- Functions as Right-To-Know Officer, receiving assistance from Township Manager, with receiving, processing, and maintaining open records requests.
- Maintains files; collects and compiles statistical data; develops a variety of technical and statistical reports; researches and updates files and computer records. Executes, finalizes,

and maintains resolutions, ordinances, and minutes and maintains official minutes books. Performs regular reviews of archived records, and prepares for destruction those meeting their retention periods.

- Attends Council meetings and takes and transcribes minutes of meetings.
- Supports the relationship between the Township and the general public by demonstrating courteous and cooperative behavior when interacting with volunteers, citizens, visitors, and municipal staff; promotes municipal goals and priorities, and complies with all municipal policies and procedures.
- Maintains absolute confidentiality of work-related issues and Township information; performs other duties as required or assigned.
- Performs other duties, as assigned.

## **Qualifications**

### Education:

- High school diploma or GED equivalent.
- Associate's Degree in business related field preferred.

### Work Experience:

- A minimum of five (5) years of administrative or other related experience required.

### Knowledge/Skills/Abilities:

- Demonstrate high level customer service and interpersonal skills.
- High-level oral and written communication skills.
- Proficient in Word, Excel, PowerPoint, and have database and desktop publishing skills.
- The ability to work as a member of a team and follow instructions and procedures.

### Certifications:

- Possession of a valid Pennsylvania driver's license.
- Possession of, or be able to achieve within four years, certifications via the Pennsylvania Association of Municipal Administrators' Certified Governmental Administrator (CGA) designation and/or the International Institute of Municipal Secretaries (Certified Municipal Clerk (CMC) designation.
- Hold or is able to procure a commission as a Pennsylvania Notary Public.

## **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include those required for reading, writing and typing. The noise level in the work environment is usually moderate.

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Reviewed with employee by:

\_\_\_\_\_  
Manager's Name

\_\_\_\_\_  
Date

**Acknowledgement**

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

**Job Incumbent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Legal Disclaimer:** The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information.