

GENERAL JOB DESCRIPTION

TITLE: Executive Assistant / Assistant Township Secretary

DEPARTMENT: Administration

REPORTS TO: Township Manager

FLSA: Non-Exempt

SALARY: Refer to approved salary range schedule

Position Summary

The purpose of the Executive Assistant / Assistant Township Secretary is to offer administrative support to the Township Manager/Secretary and to the College Township Council.

Essential Functions

- Coordinates, prepares, and tracks Council meeting agenda items, packet materials, resolutions and ordinances.
- Attends Council meetings; transcribes and records meeting minutes; maintains official minutes books.
- Executes, finalizes, and maintains resolutions, ordinances, and minutes; maintains Administration Department and Council files; performs regular reviews of archived records, and prepares for destruction those meeting their retention periods.
- Assists Township Manager with general administrative duties for Council and Authorities, Boards, and Commissions (ABC) members, including, but not limited to, tracking member terms and coordinating annual awards/recognition banquet.
- Coordinates Township legal advertising/public notifications for Council and Administrative matters.
- Maintains and troubleshoots the College Township website; keeps all website content current.
- Provides administrative support including maintaining/ordering supplies, maintains schedule/calendars for all Township meeting rooms.
- Receives and responds to correspondence from residents in a respectful manner.
- Receives and screens calls for Township Manager.
- Maintains confidentiality of information.
- Serves as Editor of the College Township newsletter.
- Assists Right-To-Know Officer (Township Manager) with receiving, processing, and maintaining open records requests.
- Performs other duties, as assigned.

Qualifications

Education:

- High school diploma or GED equivalent with major course work in business office practices required.
- Associate's Degree in business related field preferred.

Work Experience:

- A minimum of two (2) years of administrative or other related experience required. Local government experience preferred.

Knowledge/Skills/Abilities:

- Demonstrate at a high level customer service orientation and interpersonal skills.
- Effective 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 Governmental Administrators Certified Governmental Administrator (CGA) designation and Pennsylvania State Association of Township Supervisors (PSATS) Municipal Government Academy Administrative Track Certificate.
- 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 45 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.