

# Upper Makefield Township

1076 Eagle Road / Newtown, PA 18940 / 215.968.3340

DEPARTMENT: Planning & Zoning  
TITLE: Full Time Administrative Assistant

## I. Definition of Classification

A highly public position involving daily interaction with the general public, staff and consultants; performing secretarial, receptionist and administrative support duties for the Planning & Zoning Department.

The Administrative Assistant must be able to exercise independent judgment to determine work priorities on a daily and long-term basis. The Administrative Assistant will also be responsive to informational requests, frequent public inquiries and public complaints. The Planning & Zoning Officer (P.Z.O.) will provide guidance in formulating general office policies, procedures and priorities. The Administrative Assistant will be responsible for typing, filing, entry of all department generated computer data, generation of departmental report and minute taking.

## II. Reports to

The Administrative Assistant will report to the P.Z.O. with direct supervision from the P.Z.O. and general supervision as required from the Township Manager. However, the Administrative Assistant should be capable of operation independently without direct supervision and handling tasks as they arise.

## III. Essential Job Functions, Skill Requirements and Knowledge Requirements

1. Provide secretarial and administrative support, maintaining a full awareness of the day-to-day activities of the Planning & Zoning Department. Apply knowledge of the P.Z.O's preference and practices and respond to inquiries using tact and diplomacy.
2. Type and format documents, such as memorandums, letters, proposals, reports, tables, permits and graphs from typed or handwritten copies. Review and proof completed documents for accuracy, completeness of information and correctness of spelling, punctuation and grammar.
3. Assemble, arrange for duplication, collate and distribute documents, reports and confidential materials.
4. Screen calls, referring and directing calls, and as appropriate, responding directly to inquiries within the area of the Planning & Zoning Department. Take messages and record requested meeting dates accurately.
5. Maintain calendar and scheduling appointments for the P.Z.O. Arrange P.Z.O. initiated meetings and meetings of the P.Z.O. superiors, including invitations to and confirmations by attendees and the

physical arrangement for the meeting. Prepare and distribute meeting agendas and informational materials.

6. Receive, date stamp, log, sort and distribute incoming mail and bring matters of immediate importance to P.Z.O's attention; dispatch mail.
7. Maintain and update the office filing system and ensure the security of confidential materials.
8. Operate a personal computer with ability to use current software as a tool to increase speed and accuracy of document production when requested by the P.Z.O.
9. Process and maintain confidentiality of sensitive information and materials such as personnel actions, organizational plans, legal actions and financial information.
10. Process routine paperwork for requisitions of supplies, maintenance and services as necessary.
11. The ability to create and maintain logs, records of permits issued and completed and compile computer generated reports.
12. Draft correspondence and be prepared to explain general instructions on content.
13. Perform special assignments within area of responsibility, such as relaying proper information in reference to what is needed for permits and what the Township ordinance requires.
14. Skill and ability to operate office equipment, such as a fax machine, personal computer, calculator, etc.
15. Thorough knowledge of spelling, grammar and punctuation sufficient to complete administrative or special assignments.
16. Thorough knowledge of office and Planning & Zoning Department procedures to facilitate completing of assignments and contribute to the efficient functioning of the office.
17. Ability to analyze and summarize monthly reports, process information and perform arithmetic calculations sufficient to complete administrative or special assignments.
18. Ability to understand and apply general instructions and guidelines to complete assignments.
19. Ability to work under pressure in order to meet deadlines.
20. Ability to communicate tactfully with management, senior professionals and co-workers sufficient to exchange information.
21. Ability to attend two night meetings per month and be capable of taking and transcribing summary minutes from recording equipment and assigned to attend.
22. Ability to recognize and troubleshoot basic computer hardware and software problems.

23. Other duties as assigned.

#### IV. Minimum Requirements of Training and Experience

A high school diploma or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired as necessary

Two years of secretarial experience preferred.

The ability to proficiently type 50+ wpm is required.

The ability to operate a personal computer and fax machine with proficient skills.

GIS knowledge a plus