

JOB TITLE: **Administrative Assistant**
REPORTS TO: Assistant Township Manager

This is a responsible full-time Administrative Assistant position that will be based in the Township administration building, under the direction of the Assistant Township Manager. The successful candidate will be cross trained to perform shared and rotational duties in support of other staff functions, as needed. This position may perform highly responsible and confidential administrative functions as well as provide administrative support for the Assistant Township Manager, and other departments, as needed. One of the position's primary responsibilities will be greeting visitors, answering basic informational questions from the public and fielding telephone calls made to the Township's main number.

Supervision

The Administrative Assistant will not have any supervision of other employees but will work under and be supervised by the Assistant Township Manager.

Essential Functions and Responsibilities

- Receives oral and written directions from the Assistant Township Manager; organizing work according to standard office procedures and prioritizing work tasks.
- Opening and disbursing mail, handling initial email inquiries, maintain and order office supplies and other related office functions.
- Serving as primary point person for receiving and processing documents.
- Maintaining files for resolutions and ordinances and Minutes. Binding originals in a hard copy legal book as required.
- Assist with posting information, meeting dates, agendas and minutes on website and at municipal building as required to meet deadlines.
- Assist in preparation of meeting minutes. May require attendance at daytime or evening meetings.
- Assist in preparation and distribution of meeting packets for Board of Supervisors and other committees as needed.
- Preparing the meeting room for Board of Supervisors meetings and other committee meetings, including printing agendas in advance for attendees.
- Maintaining a log and file of all Right to Know Requests
- Maintaining the Township office and website calendars.
- Create, maintain and monitor slides for cable channel.
- Manage the park rentals.
- Manage the room usage.
- Efficient filing of general correspondence as required.
- Other duties as assigned.

Qualifications

Education and Experience

- High School Diploma or Equivalent
- Considerable experience in a busy office environment where good interpersonal skills with the employees and public-at-large is imperative. Experience in municipal work a plus.
- Proficiency in typing and in using Microsoft Office products.

Work Authorization/Clearances/Licenses/Certifications

- Individual must be authorized to work in the United States
- Valid Driver's License

Knowledge and Abilities

- Knowledge of data processing capabilities and computer operations.
- Ability to read, analyze and interpret complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints with discretion and confidentiality when necessary
- Ability to write effectively and clearly.
- Ability to prepare and maintain records and activity reports.
- Ability to understand and follow oral and written instructions.
- Basic knowledge of current computer software.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to represent Upper Makefield Township in a professional, progressive and positive manner.
- Ability and willingness to think "outside the box" and take calculated risks to improve organizational efficiencies.
- Ability to respond to the most sensitive inquiries or complaints.
- Ability to exercise good judgment when resolving conflicts.
- Ability to work independently.

Working Conditions

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to hold, or feel objects, tools or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephones, and other related office equipment.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work is generally performed in an office setting with a quiet environment. Occasionally, the work is performed in a public meeting setting, which may result in excess noise levels.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description is intended to convey the general expectations for this position and is not intended to be a complete list. Management has sole discretion to add or modify duties at any time.