

DEPARTMENT: ADMINISTRATION

JOB TITLE: ADMINISTRATIVE ASSISTANT TO THE MANAGER

IMMEDIATE SUPERVISOR: TOWNSHIP MANAGER

PRIMARY FUNCTION:

This is an at will, full-time, non-exempt position that involves exacting professional administrative work in conjunction with the office of the Township Manager, involving frequent detailed duties of wide and varied scope. Discretion and maintaining confidentiality are essential to this position, particularly as it relates to personnel and labor relations matters. Because the Township Manager's office is the focal point of Township government, it assists the Township Supervisors in formulating Township policies, effectuates the Township's policies, and is the central point of contact with the general public, the employee comes in constant contact with the citizenry and public and has responsibilities as wide ranging as the Township Manager's duties. The incumbent will be required to attend evening meetings to record minutes. The work requires the incumbent to exercise mature judgment and discretion, as well as the application of knowledge of municipal organizations, their operational procedures and limitations in meeting a wide range of problems, involving continual public and interdepartmental relations, in preparing correspondence, in preparing and furnishing information, and in receiving complaints.

Work is often performed independently with decision being made based on established rules and policies, applicable laws, regulations imposed by other governmental agencies, and the employee's best judgement regarding internal consistency, precedent and fairness. The work can be distinguished by the confidential relationship between incumbent and supervisor and the employee's own initiative. Tight schedules and inflexible deadlines may complicate the work.

WORK PERFORMED:

1. Prepares confidential documents, reports, exhibits, etc. as directed by Township management regarding personnel and labor relations matters, including but not limited to bargaining proposals, arbitration exhibits, cost estimates for bargaining proposals and responses thereto, and maintains their confidentiality.
2. Prepares via typing or other format all manner of Township documents, correspondence, and records including letters, forms, reports, memoranda, applications, agendas, minutes, materials as needed for the Township Manager and other township employees as required.
3. Works independently and with diplomacy and tact in meeting the public and in performing public duties, such as answering the telephone, recording messages, screening and directing visitors to the appropriate office or building, hearing complaints or requests, relationships, and securing and furnishing other information.
4. Attendance at public meetings as required by the Township Manager to take accurate minutes utilizing written notes and audio recordings. Aforementioned meetings are most

often evening meetings, requiring long hours. Proof reads initial minute drafts prior to sending to the Township Manager for review and ultimate Board approval.

5. Compiles, organizes and maintains documents and information requested by the Township Manager in all areas over which the Township Manager has control, including but not limited to personnel, labor relations, payroll, employee benefits, policy development, sick and vacation leave, etc.
6. Maintains various records of all types by ensuring they are properly filed, indexed and up to date.
7. Composes correspondence, interoffice forms and related papers in accordance with standard policies.
8. Serves as the initial phone contact for callers, answers basic inquiries and directs calls to the appropriate department and/or personnel when necessary.
9. Coordinates the proper distribution and disposition of notices, memoranda, directives and related materials.
10. Collects various fees and payments due the Township and issues proper receipts, including but not limited to sewer payments, building permit fees and programming registrations.
11. Prepares and processes purchase orders, normally on a daily basis
12. Prepares blank employee time cards on a bi-weekly basis
13. Responsible for ordering office supplies
14. Establishes and maintains effective working relationships with other employees and the public.
15. Makes decisions on minor administrative matters in keeping with direction of Township Manager.
16. Makes photo copies and scans of various materials as requested.
17. Performs any other duties or functions as assigned from time to time by the Township Manager.

REQUIRED TRAINING, EXPERIENCE AND SKILLS:

1. Graduation from high school and 3years' experience administrative assistant / clerical or any equivalent combination of education and experience, which demonstrates effective

communication skills, computer fluency, accurate record keeping and strong commitment to public service.

2. Ability to develop knowledge of the operations, functions, and scope of authority of Township departments as related to the handling and disposition of complaints and requests for information.
3. Ability to exercise good customer service skills and tact when dealing with the public in person and by telephone, including maintaining a polite and courteous manner.
4. Ability to record and transcribe meeting minutes quickly and accurately.
5. Ability to maintain high level of confidentiality in work assignments, including personnel and collective bargaining matters.
6. Ability to make minor decisions in accordance with established precedents and departmental policies.
7. Ability to prepare effective correspondence on standard matters and to perform basic office management details without referral to a supervisor.
8. Ability to establish and maintain effective working relationships with other employees and the public.
9. Ability to operate standard office equipment and perform clerical operations rapidly, accurately and independently.
10. Ability to maintain complex clerical records and files and to prepare reports from records and files.
11. Must be bondable in the amount of \$50,000 security bond
12. Ability to show application of acceptable attention to details and procedures.
13. Ability to interpret a variety of instructions furnished in the written, oral, diagram or schedule form.
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174. Operates computer and all other related office equipment
- ~~18~~15. Ability to utilize basic office software packages.

~~19~~16. Must possess thorough knowledge of the Township's collective bargaining agreement terms, procedures, and policies.

PHYSICAL DEMANDS

1. Operate a variety of standard office equipment, including a personal computer that requires a continuous and repetitive eye, arm and hand movement.
2. Employee is regularly required to sit at a desk and in meetings for long periods of times of up to 2 to 4 hours or more.
3. Tasks may occasionally entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting objects between 5-25lbs.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager_____ Date_____

Administrative Assistant to Manager_____ Date_____