JOB DESCRIPTION

Position Title: Administrative Assistant
Department: Administration
Reports to: Township Manager

Description of Position: The employee in this position assists the Township Manager with the administration and coordination of selected Township operations as assigned. A skilled and responsible administrative position requiring attention to detail and communication skills working in a small office environment where separation of duties for internal control is necessary.

Minimum Requirements to Hold this Position:
- High school diploma or GED and at least 2 years of relevant experience;
- Municipal experience highly preferred;
- Proficiency and experience using Microsoft Word, Excel and Outlook;
- General knowledge of office management practices and procedures;
- Valid Driver’s License;
- Ability to operate standard office equipment, including but not limited to computer, printer, copy machine, etc.

Essential Functions:
- Exercise independent judgement and initiative and carry out job functions with or without direct supervision or instruction;
- Work effectively under time constraints to meet deadlines and manage a number of different task concurrently;
- Work with accuracy and attention to details;
- Maintain privacy of confidential records, correspondence and/or files;
- Communicate effectively in writing, orally, and with others to understand and convey information, in a manner consistent with job functions;
- Maintain acceptable attendance standards.

Physical Demands of Job:
- Ability to sit for extended periods of time while working;
- Constant hand, fingers and arm use;
- To occasionally function in activities involving walking, bending, squatting, reaching;
- Occasionally stand for extended periods of time;
- Ability to hear clearly and speak intelligibly;
- Ability to lift and/or move up to 25 lbs.

Examples of Job Duties - This is not an exclusive list but merely a few examples:
- Receive calls, direct phone inquiries to appropriate staff, assist residents;
- Billing Department Administration: Sewer and Street Light Utility Billing, Certifications and Customer Service;
- Perform a wide variety of secretarial and administrative duties as required by daily operations;
- Maintain files;
- Coordinate office activities and schedules;
- Perform related duties and responsibilities as assigned.

This Job Description is designed to accurately reflect job duties. However, it may not be all inclusive and other job related duties may be required. Reasonable accommodations will be made as required by local, state or federal laws that do not cause an undue hardship.