

**AMITY TOWNSHIP
ADMINISTRATIVE ASSISTANT**

FLSA STATUS: SALARY EXEMPT

F/T Monday-Friday 8:00 AM – 4:30 PM with Occasional Evening Hours

GENERAL DESCRIPTION:

The Administrative Assistant supports the day-to-day operation of the Township, assisting the Manager and other Office Staff in the completion of reports, projects and problem solving, including managing public inquiries; assisting the township and planning secretaries, code/permit department and finance department; and any other duties assigned by the Township Manager. The Administrative Assistant serves as ASSISTANT “CORPORATE” SECRETARY of the Township responsible for fulfilling all duties required by the Second-Class Township Code, in the absence of the Secretary.

REPORTING RESPONSIBILITY: This position primarily reports directly to the Township Manager; however, building and code related duties are performed under the supervision and direction of the Director of Codes & Life Safety. In the absence of the Director of Codes & Life Safety or Township Manager, the Administrative Assistant shall report to their respective designee(s). In any prolonged absence without a designee, the Township Administrative Assistant will report directly to the Chair/Vice Chair for immediate direction on non-routine matters. Work is reviewed directly by the Manager and Director of Codes & Life Safety or in their absence the Chair, Vice Chair or at their direction the entire Board of Supervisors.

DUTIES AND RESPONSIBILITIES:

- Greet the public in a friendly manner, both in person and via telephone. Provide guidance and assistance.
- Process Permit applications and complaint forms, including payment processing, communicating with applicant/contractor, and scheduling inspections.
- Perform clerical tasks in support of Building Code Official
- Accounts Payable data entry and filing of paid invoices
- Accounts Receivable data entry
- Completion of sewer and tax certifications in the absence of the Treasurer
- Coordinate and manage park field and pavilion rentals
- Maintain MS4 Program files
- Order office supplies as needed
- Problem solving of day-to-day issues
- Electronic Scanning / Filing
- Communicate with other staff for efficiency and to avoid duplication of effort
- Assist Manager in preparation and attainment of township objectives
- Assist in carrying out and implementing decisions/directives of the Board of Supervisors
- Develops and implements administrative and operating procedures to meet township needs, streamline workflow, maximizing efficiency and effectiveness
- Attend meetings and prepare minutes in the absence of the Township Secretary and Planning Commission Secretary.
- Attend and participate in municipal association meetings in order to maintain professional affiliations and keep abreast of new developments in municipal government.

KEY FUNCTIONS:

PHYSICAL DEMANDS: The employee must be able to hear, see, speak, walk, move 25 pounds from one location to another, use a phone, use a computer, climb up and down ladders and stairs. In addition, the employee may be exposed to dirt, dust, mud, noise, heat and cold.

MENTAL DEMANDS: The employee must be able to reason, solve problems, exercise sound judgement, and communicate with Township personnel, residents, contractors, vendors, builders, engineers, lawyers, etc. in both written and oral form. Interpret and analyze matters coming before the township for the purpose of making recommendations for resolution.

REQUIRED EDUCATION AND EXPERIENCE:

- High School diploma, or the equivalent
- Intermediate level of competency in typing, Windows 10 or greater and data entry procedures
- Experience in filing and office organization
- Experience in telephone receptionist duties
- Minimum of 5-years' experience in Local Government or business with a demonstrated progression of increased responsibility.

REQUIRED SKILLS: The employee must be able to write comprehensively, have excellent communication skills, be able to use standard office equipment, possess excellent computer skills (Word, Excel, Outlook & PowerPoint), be able to learn and comprehend new software and keep abreast of current technology.

Knowledge of modern office practices and procedures

Knowledge and proficiency in office technology

Ability to identify, analyze and resolve complex problems and deal conscientiously, fairly, and diplomatically with all public requests.

Ability to learn and apply numerous rules, regulations, and laws under which township operations must be conducted

Ability to work effectively with township officials, other government officials, business associates and the public

Ability to analyze municipal problems and needs, develop workable permanent solutions and implement working systems

Ability to assemble, organize, and present status information from various source materials concerning the operation of township programs and procedures

Ability to review information for compliance with specific administrative or procedural rules

Ability to organize work in a manner, which ensures smooth processing and efficient accomplishment of priority items

Knowledge of fiscal policies and procedures applicable to municipal finance administration

Ability to work on multiple items simultaneously

Ability to communicate effectively, orally and in writing

Ability to translate thoughts to written form

Ability to read and understand architectural and engineering plans

Must be able to maintain strict confidentiality of all sensitive records and proceedings within the Township office.

Employee must be able to review, understand and make recommendations for new technology and innovation leading to increasing productivity.

REQUIRED LICENSES:

- Valid Driver's License
- Must be bondable