



Job Position Description

Job Title: Administrative Assistant

Department: Administration

Reports to: Borough Manager

Job Category: Full-Time; Non-Exempt

WORK OBJECTIVE: The Administrative Assistant (AA) performs a variety of shared administrative, secretarial services, and tasks in support of the Borough Manager, staff members, department heads, and coworkers as necessary or assigned. Work is performed under limited supervision. The position relies on experience and the use of independent judgment to determine the best approach to accomplish tasks under the Manager's guidance and intent, as well as appropriate interpretation of existing policies and procedures. This position also serves as the first point of contact for the Borough's administrative office and must provide excellent customer service.

ESSENTIAL FUNCTIONS: The essential functions are intended to be representative of the tasks performed within this job classification and include but are not limited to:

- Generates and maintains correspondence, memos, agendas, minutes, and reports
- Compiles, prepares, and distributes daily, weekly, monthly, and annual reports, invoices, and other relevant materials of the department
- Coordinates schedules for meetings, interviews, travel, equipment repair and service, and municipal functions
- Receives and reviews various reports or forms for the purpose of verifying accuracy; ensures necessary copies of pertinent documents are made and distributed to appropriate entities; completes audits for various outside agencies for compliance purposes
- Establishes and maintains department logs, records, maintenance procedures, and filing systems to ensure efficient department operations
- Processes various correspondence and forms required of assigned departments (i.e., personnel forms, invoices, work orders, purchase orders, requisitions, applications)
- Enters invoices into the financial software for approval by the Finance Director
- Compiles and enters the timesheet information for employee payroll
- Responds to inquiries, concerns, and complaints from the public; provides resolution or directs to the appropriate department/entity
- Maintains office and other supplies' inventory by checking stock to determine inventory level; anticipating needed supplies; placing, and expediting orders for supplies; and verifying receipt of supplies
- Processes various applications; ensures that all fees have been paid and the process for approval is complete



Job Description- Administrative Assistant (Updated: 10/30/23)

- Attends meetings and takes minutes for various authorities, boards, and commissions of the Borough, as well as any internal meetings as needed; prepares for meetings by notifying members, coordinating logistics, preparing and distributing agendas, and taking minutes
- Maintains various databases, systems, website, and trains staff in the use of these
- Creates and updates mail merges (letters, labels, permits); sets up new applications, complaints, violations, and inspections
- Sorts, processes, and distributes incoming and outgoing mail/packages

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of clerical procedures and systems such as word processing, managing files and records, and other office procedures
- Skill in working independently and following through with assignments with minimal direction
- Skill in the use of Microsoft Office products (Word, Excel, PowerPoint, Outlook, and Teams)
- Ability to manage time and workload effectively that includes planning, organizing, and prioritizing with attention to details
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to read, update, and maintain various records and files
- Ability to communicate effectively, verbally and in writing
- Ability to deal with the public using tact, courtesy, and respect
- Ability to exercise good judgment and tact in receiving office callers and in settling differences
- Ability to deal with upset, angry, and uncooperative residents and callers in a professional manner
- Ability to problem solve

MINIMUM REQUIREMENTS:

- High School Diploma or GED
- Experience with Accounts Payable, Accounts Receivable, and Payroll/Benefit Administration
- Knowledge of Microsoft Office Suite
- Knowledge of and/or demonstrated ability to learn Financial Software
- 2+ years of administrative experience
- Ability to communicate and to express ideas effectively, both orally and in writing
- Ability to maintain effective relationships with the public, elected officials, and employees

PREFERRED QUALIFICATIONS:

- Associate degree
- Knowledge of Municipal Government Organization and Functions



**Job Description- Administrative Assistant
(Updated: 10/30/23)**

PHYSICAL REQUIREMENTS: Tasks require visual, sound, and touch sensory perception. Depending on the functional area of assignment there are many repetitive tasks that involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking. The position will also require occasional climbing, balancing, stooping, kneeling, crouching, and crawling.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (print): _____

Manager's Name (print): _____

Signature: _____

Signature: _____

Date: _____

Date: _____