

**LOWER MILFORD TOWNSHIP
ADMINISTRATIVE ASSISTANT
DUTIES AND RESPONSIBILITIES**

JOB SUMMARY

The Administrative Assistant provides clerical assistance to the Township Administrator/Manager, Public Works Department, Finance Department and Zoning Department, assists in Township record-keeping and continued file maintenance, and assists in the overall day-to-day operation of the Township. The position may be combined with another primary position.

RESPONSIBILITIES

Assists the Township Secretary in the preparation of agendas and minutes and assists to provide all necessary information for all meetings of the Board of Supervisors and all commissions and committees of the Township.

Oversee other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.

Keep, record, and organize minutes of township meetings and all commissions and boards and have available to supervisors and public on a monthly basis.

Administers functions in accordance with the Second-Class Township Code, as amended

Assist Township Administrator/Manager in preparation of legislative actions by overseeing typing, checking, advertising and recording the action as required by law.

Prepare correspondence.

Maintain Township databases for subdivision and land development, agricultural security area applications, zoning permits, building permits, sewage permits, sign inventory and road contract work, per road, per year and other databases as needed.

Maintains active list of all members of Boards and Commissions and notifies current members and the Board of Supervisors of pending expiration dates. Maintains a file of potential candidates to fill vacancies and prepares necessary paperwork.

Assists the Public Works Department and Township Treasurer in the preparation of annual inventory and assists in preparing reports on furnishings and equipment.

Periodically attends conferences, seminars or training classes to continually improve skills and keep apprised of current procedures and legislation.

Assists Public Works Department as follows:

Assist with preparing bid forms and contracts, spreadsheets and awards process.

Assist in preparation and/or review of Public Works purchase orders for materials and supplies.

Township Administrative Assistant Job Description

Assist Public Works in maintaining inventory of equipment and materials.

Assist in maintaining the pipe size and location map for Public Works.

File annual report for Safety Committee meetings conducted by Public Works Foreman.

In coordination with Township Administrator/Manager, maintain files for Yearly Financial Statements, Elected Officials Oaths and Certificates of Election, Fire Company Background and Child Abuse Clearance checks and Fire Police Oaths, Annual Volunteer Fire Co. Membership Roster.

Submit a monthly report to the Board of Supervisors for the regular meeting of the Board of Supervisors.

Assists in purchase of all office, copier, postage meter supplies and other office supplies and needs.

Organize Annual Township Fall Festival in conjunction with Township Administrator/Manager and Festival Committee.

Field inquiries and complaints from residents.

Assists the Zoning Department in the recording of all instruments with the Lehigh County Recorder of Deeds Office.

Assists in administrating the Township website and social media.

Assists in the creation of Township Newsletter and publications.

Works in close conjunction with other Departments.

All other duties as assigned by the Township Administrator/Manager and Board of Supervisors.

WORKING CONDITIONS:

The employee must be able to hear, see, speak, move 25 pounds from one location to another. In addition, the employee may be exposed to dirt, dust, mud, noise, heat and cold.

Work hours coincide with office hours and are set as 8:00 AM to 4:00 PM. Work hours may be adjusted on appropriate occasion to assist in the fulfillment of responsibilities.

This position requires attendance at the monthly regular and workshop meetings of the Board of Supervisors. Additional meetings for the Board of Supervisors, Planning Commission or other Boards, Commissions and Committees may be required as needed.

This position is a full-time salaried position and FLSA exempt. Compensatory time will be given for special circumstances when additional hours are accrued, however, no compensatory time will be given for time spent during regular duties and responsibilities.

SKILLS/QUALIFICATIONS:

Township Administrative Assistant Job Description

Excellent Computer Skills. Must be proficient in Microsoft Office. Excellent Organizational Skills. Must be able to multitask and complete tasks on time. Must be able to work independently.

Ability to understand, follow and convey complex oral and written information. Ability to maintain routine records and prepare reports concerning the work. Ability to establish and maintain effective working relationships with property owners, elected officials, private agencies, contractors, and the public. Ability to learn and apply numerous rules, regulations, and laws under which township operations must be conducted. Ability to review information for compliance with specific or procedural rules. Ability to organize work in a manner which insures smooth processing and efficient, accomplishment of priority items. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

Bachelor's Degree or minimum of three (3) years of experience as an Administrative Assistant or equivalent position in an office setting. Direct experience with municipal government preferred. Valid Pennsylvania Driver's License.

Within one year, completion of a minimum of six hours of approved training classes, as offered by the Pennsylvania State Association of Township Supervisors, the PA Dept. of Community and Economic Development, or other recognized training equivalent.