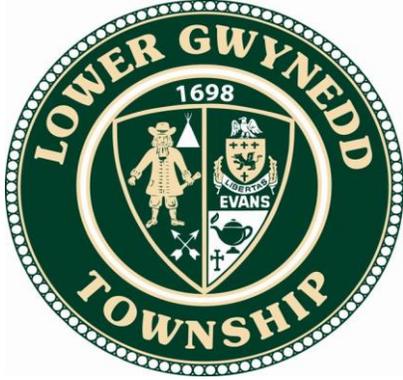


## Office Assistant

Lower Gwynedd Township (Pop. 12,076), a Township of the Second Class in Montgomery County, PA is seeking resumes for the position of Office Assistant. The Office Assistant is responsible for a wide variety of secretarial and administrative duties as required by daily operations in the Township Office. This employee assists and provides administrative support for all departments but primarily for the Parks & Recreation Department and the Building & Zoning Department. Duties include the scanning, copying and filing of various documents and plans for the Parks & Recreation and Building & Zoning departments, the processing and balancing of daily receipts and data entry. Assist in preparation and setup of summer camps and Township events throughout the year. This individual will also assist the public by telephone, email, or in-person at the front counter with any inquiries that arise, prepare and process general office correspondence, and maintain files.

The ideal candidate will have experience in municipal government and general office administration. The candidate shall possess excellent organizational skills and strong customer service skills. The candidate shall also have adequate knowledge of Microsoft Office applications including Word, Excel, Publisher and Outlook. A high school diploma with a minimum of 5 years of similar administrative experience (preferably with municipal permit processing) required. The salary range for this position is \$35,000-\$38,000 dependent on qualifications.

Applicants should submit resume and cover letter to the attention of Jamie Worman, Assistant Township Manager, P.O. Box 625, Spring House, PA 19477 or email [jworman@lowergwynedd.org](mailto:jworman@lowergwynedd.org). A full job description can be found on the Township website at [www.lowergwynedd.org](http://www.lowergwynedd.org). Applicants are asked to reply by October 19<sup>th</sup>, 2021, but resumes will be accepted until the position has been filled.



## **JOB DESCRIPTION**

**TITLE:** OFFICE ASSISTANT

**DEPARTMENT:** ADMINISTRATION

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**REPORTS TO:** Township Manager  
**EEO JOB CATEGORY:** Professional  
**DATE JOB DESCRIPTION COMPLETED:** October 4, 2021

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**PURPOSE OF THIS POSITION:** The Office Assistant position performs administrative duties in support of ongoing programs and projects for the Township Manager, Township Supervisors, and Township Department Heads and performs other duties as assigned.

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**TYPICAL EXAMPLES OF WORK:** This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties will be required.

- Perform a wide variety of secretarial and administrative duties as required by daily operations in the Township office
- Assists and provides administrative support for all departments but primarily the Building & Zoning and Parks & Recreation departments
- Perform scanning, copying and filing
- Assist residents, township officials, contractors, architects, engineers, business owners, and property owners by telephone, email, or in-person at the front counter with any inquiries that arise
- Provide data entry of information pertaining to building permits, zoning permits, and land development & subdivision applications into the TRAIRS database for the Building & Zoning Department
- Handle discount amusement park ticket sales at the front counter and other financial transactions related to the Building & Zoning Department

- Assist in preparation and setup of summer camps and Township events throughout the year
- Manage the posting of information in the main lobby of the building and assist the Environmental Advisory Council with the battery recycling program located in the main lobby vestibule
- Receive deliveries and distribute accordingly
- Prepare and process general office correspondence, maintain records/filing system
- Communicate effectively with co-workers, superiors, committee members and the general public; provide exceptional customer service to all residents
- Any other tasks or duties deemed necessary or appropriate by the Township Manager

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#### **NECESSARY OCCUPATIONAL TRAITS:**

**Knowledge:** Knowledge of Township activities, board initiatives, and general functions and practices of local government; Knowledge of Microsoft Office applications including Word, Excel, Publisher and Outlook; Knowledge of permitting software

**Skills:** Work effectively under time constraints in order to meet deadlines and manage a number of different tasks concurrently; Excellent organizational skills and able to communicate effectively verbally and in writing; safely and skillfully use equipment such as scanners, copy machines, and large-format printers

**Abilities:** Ability to maintain confidentiality of information; exercise sound judgement in evaluating situations and in making decisions; show initiative and ability to carry out any and all functions with or without direct supervision or instruction; Ability to relate to Township citizens and members of the general public in a professional, courteous and respectful manner; must work cooperatively with others

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#### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- High School Diploma with a minimum 5 years of similar administrative experience, or equivalent combination of education and experience
- Experience with permitting software and office equipment including scanners, copiers, fax machines, and large-format printers

- Significant experience utilizing Microsoft Office applications including, Word, Excel, and Outlook
- Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered

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### PHYSICAL DEMANDS OF THE JOB

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

- Employee is frequently required to sit, stand, talk, hear, use office machines such as computers, telephone, copier, fax and other related office equipment
- Employee may occasionally lift and move up to 25 lbs.
- Work is usually performed in an office setting

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.