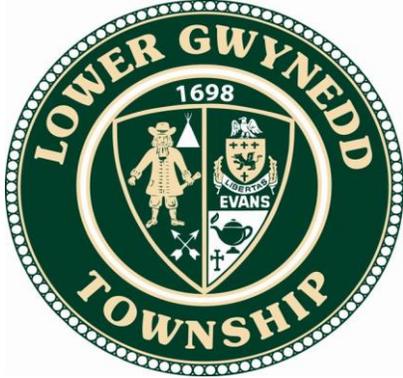


## **Administrative Assistant**

Lower Gwynedd Township (Pop. 12,076), a Township of the Second Class in Montgomery County, PA is seeking resumes for the position of Administrative Assistant. The Administrative Assistant is responsible for a wide variety of secretarial and administrative duties as required by daily operations in the Township Office. The employee is largely responsible for the maintenance and preservation of Township records, preparing minutes for the Board of Supervisors meetings, providing administrative support to the management team and other departments, receiving and distributing official correspondence, advertising and filing legal notices, notarizing documents and agreements, answering calls, and providing exceptional customer service to the public.

The ideal candidate will have experience in general office administration (municipal experience preferred). The candidate shall possess excellent organizational skills and have the ability to communicate effectively both verbally and in writing. The candidate shall also have extensive knowledge of Microsoft Office applications including Word, Excel, Outlook and Sharepoint. This position requires attendance at evening meetings outside of normal working hours. A high school diploma with a minimum of 5 years of similar administrative experience (preferably in a municipal setting) required. Valid PA Notary Public Commission required or able to obtain within six months of employment. The salary range for this position is \$38,000-\$42,000 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:** ADMINISTRATIVE 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 Administrative Assistant position involves complex and routine administrative work performed under the general supervision of Township Management. This employee performs administrative duties in support of ongoing programs and projects for the Township Management Team, Township Supervisors, and Township Department Heads and performs other duties as assigned. Responsibilities require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall Township activities.

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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
- Prepare and notarize Township documents such as agreements, contracts, and land development plans; active notary license or ability to obtain within six months of hire date
- Act as the Right-to-Know Officer for the Township and fulfill records requested in compliance with the Open Records Law
- Responsible for purchasing office supplies for all departments and other office equipment procurement and oversight including negotiating and managing lease agreements, purchase orders, and service calls; equipment includes copiers, postage machine, etc.

- Answer incoming telephone calls; monitor, screen, respond to and distribute incoming communications to the Township Manager and other department heads
- Oversee the telephone system, electronic doors, and key fobs for employees and elected officials
- Prepare and process general office correspondence, state required reports and forms, meeting documents, resolutions, volunteer applications and other documents as necessary; distribute and collect Statements of Financial Interests on a yearly basis
- Coordinate the bi-annual Township Newsletter with third-party agency
- Coordinate and prepare advertising of public notices, bids, employment ads, ordinances, and any other items that require advertisement
- Oversee and maintain records/filing system; formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of records
- Maintain the Board of Supervisors resolutions and ordinance books
- Update general code online with new or amended ordinances
- Arrange meetings and meals (if required) for Manager and Board of Supervisors; Handle other reservations including state and county conventions; schedule use of meeting rooms by Township departments, as well as, outside agencies
- Attend Township Board Meetings and take minutes
- Coordinate, set-up and advertise the yearly meeting schedules for various Township boards and commissions; prepare and manage the appointment and reappointment correspondence to individuals serving on various boards and commissions
- Receive and distribute all incoming mail; review and evaluate mail to identify those items requiring priority attention of the Township Manager
- Coordinate and plan seasonal staff and volunteer events, including, but not limited to the holiday luncheon;
- 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 Management Team

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## **NECESSARY OCCUPATIONAL TRAITS:**

**Knowledge:** Knowledge of Township activities, board initiatives, and general functions and practices of local government; Willingness to continue to learn new concepts and ideas concerning local government; Knowledge of Microsoft Office applications including Sharepoint

**Skills:** Work effectively under time constraints in order to meet deadlines and manage a number of different tasks concurrently; Meticulous attention to grammar, spelling and punctuation; excellent proof-reading skills; Excellent organizational skills and able to communicate effectively verbally and in writing

**Abilities:** Ability to maintain privacy of confidential records, correspondence and/or files; exercise independent judgement and initiative and carry out any and all functions with or without direct supervision or instruction; Ability to attend nightly meetings and transcribe meeting minutes for the Board of Supervisors; 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
- Possess a valid Pennsylvania Notary Public Commission within 6 months of employment
- Experience utilizing Township policies and practices
- Significant experience utilizing Microsoft Office applications including, Word, Excel, Powerpoint, Outlook, and Sharepoint
- Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered
- Must be bondable

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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; Attendance at meetings is required

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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.