

ADMINISTRATIVE ASSISTANT TO TOWNSHIP MANAGER

Definition

This is an administrative position. The employee performs secretarial and bookkeeping duties for the Township Manager with specific responsibility for processing bills, payroll, bank deposits, personnel records, budgeting and official records of the Board of Supervisors, and works under the direct supervision of the Manager. This is a FLSA non-exempt position.

Work involves considerable contact with the public and with other employees to receive and transmit information and resolve problems.

Employee is required to become familiar with duties of other office workers for substitute and backup purposes.

Duties

1. Assists the Manager with the administration of the Township, including preparing and sending correspondence as needed.
2. Assists in preparing correspondence to be distributed for meetings or other purposes or parties.
3. Maintains Township files, including personnel records.
4. Responsible for monitoring accounts due and notifying delinquent accounts.
5. May reconcile monthly checking account statements.
6. Assists with preparing and costing collective bargaining proposals
7. May participate in discussions regarding investigation of potential disciplinary issues, including attending meetings where discipline is discussed or imposed.
8. Filing of Liability Insurance and Workers Compensation Claims. Follow up on claims as necessary.
9. May attend periodic classes, at the expense of the Township, relating to Township functions that become available from time to time.
10. Maintain and monitor Street Lighting Fund.

11. Maintain Equipment Repair Records
12. Maintain Road Maintenance Records
13. Records deposits and take deposits to bank.
14. Attends Recreation Board meetings. Types documents such as letters, memos, reports, meeting minutes, official actions, and other items requiring attention to proper format and detail.
15. Enter and process bills for payment.
16. Processes payroll reports and files related taxes and other payroll liabilities, including quarterly filings.
17. Enters and submits payroll as required.
18. Responsible for preparing budget and monitoring of the budget.
19. Completion of annual State reports.
20. Coordinate Recycling program and reports.
21. Assists with the maintenance of Township website
22. Acts as receptionist to individuals visiting the building, observing proper business etiquette and telephone manners when speaking to residents and others.
23. In the absence of the Manager, assumes necessary responsibilities.
24. Other assignments as required.