

Township of Shaler

Job Description

Administrative Assistant

GENERAL PURPOSE: Under general supervision performs a variety of secretarial, organizational and administrative activities to support the Township Manager and Board of Commissioners.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.

- Exercises initiative and independent judgment in performing administrative functions; applies judgment to resolving problems and making work process decisions.
- Provides prompt, courteous and accurate customer services to the public; responds to requests for information on Township services and procedures; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to Manager for resolution.
- Maintains calendars, schedules meetings and appointments, prioritizes and resolves meeting schedules; coordinates meeting resources.
- Prepares and coordinates meeting agendas and presentation materials; attends meeting, takes notes, records meetings, transcribes meeting minutes, and prepares summaries for distribution; prepares and processes ordinances and resolutions according to procedure.
- Composes correspondence and other documents on subjects requiring knowledge of the procedures and policies of the Township; creates, edits and processes memoranda, legal and technical documents and other communications.
- Makes decisions within limits of delegated authority; maintains file integrity and confidentiality; assures the accuracy of the electronic and paper filing systems.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience: High School diploma or GED equivalent; AND two year's administrative support experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Township Policies and Procedures
- Knowledge of customer service principles and methods.
- Knowledge of principles of technical records and file management

- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in drafting/finalizing articles for public relations and press releases.
- Skill in long range event planning/coordination.
- Skill in maintaining social media sites.
- Skill in writing accurate reports, documents and correspondence.
- Skill in effective communication, both verbal and written.
- Skill in maintaining accurate records, and entering information into a computer system with speed and accuracy.
- Skill in establishing effective working relations with other Township staff.
- Skill in operating a personal computer utilizing a variety of software applications,

Special Requirements: None

Physical Demands/Work Environment: Work is performed in a standard office environment.

Salary Range: \$45,000-\$55,000

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.