

# JOB DESCRIPTION



<b>Job Title:</b>	<b>Administrative Assistant</b>
Classification:	Part-time, Non-Exempt
Department:	Administration
Reports To:	Borough Manager
Direct Reports:	No supervisory responsibilities
Expected Work Hours:	4 hours per day; 20 hours per week
Salary Range:	\$15.00 - \$18.00 an hour

## I. POSITION SUMMARY

Provides administrative and secretarial support for the Borough Manager. In addition to typing, filing and scheduling, performs duties such as coordination of meetings, obtaining supplies, and coordinating direct mailings. Answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors, as well as, internal contacts at all levels of the borough. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

## II. DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Assist the Borough Manager, under his/her supervision, in making up the first draft of the proposed Draft Budget in early September; correct and refine the budget figures for the proposed draft; continue amending the budget for the Final Adopted Copy in December. This includes salary calculations for both the uniformed and non-uniformed employees.
- 2) Update the lists of Borough Officials and Citizen Committees and Commissions
- 3) Prepare for publication the calendar for Borough Council and Planning Commission meetings
- 4) Send appointment and re-appointment letters to various citizen committee and commission members with a congratulatory message.
- 5) In January, all landlords of investment properties are billed for the license to rent that is issued annually. Record all licenses then file in tax parcel files.
- 6) New landlords of investment properties are sent letters assessing the one-time initial fee and the current year license fee, together with appropriate reporting and inspection forms required by Borough Ordinances.
- 7) Police adjustments in salary are made for anniversary dates and police and non-uniformed adjustments are made for longevity. These are noted on a calendar throughout the year as a reminder.
- 8) At the end of the month, after the books are closed by the Treasurer, the Housing and property Maintenance Report is prepared
- 9) Assist with quarterly sewer billing and past due notices
- 10) Assist in posting all sewer and tax payments

- 11) In the absence of the Treasurer, open the office, pick up the mail at the Post Office and sort and open the mail. Assist residents and contractors who come into the office.
- 12) Mail permits and Certificates of Occupancy letters, etc., for the Code Enforcement Officer as requested.
- 13) Assist Code Enforcement Officer with filing and scheduling of inspections
- 14) Planning Commission mailings
- 15) Type correspondence and envelopes as requested.
- 16) Record all property transfers, new owners names added to Tax Duplicate and Tax Parcel cards
- 17) File Manager's paperwork
- 18) Man the front desk and answer telephones, accept sewer and tax payments, housing license payments, distribute and receive permits, answer questions from residents and contractors
- 19) Copy and fold the quarterly newsletter that is sent with the sewer bills
- 20) Receive contractor registration forms, issue and mail licenses, and record same
- 21) Prepare the recycling grants for the County and State. Mail recycling information when needed to residents and businesses.
- 22) Log in revenues on Daily Receipt log for the Sewer Fund and General Fund
- 23) At the end of the year, prepare new Vendor Files
- 24) Prepare tax certifications for mortgage companies
- 25) File all paid bills in vendor files
- 26) Assist with mailing of real estate taxes
- 27) Record real estate tax monies received
- 28) Assist with deposits of all funds
- 29) Answer telephone calls from mortgage companies regarding real estate taxes
- 30) Assist the Treasurer with all duties regarding real estate taxes
- 31) Assist the Borough Manager with special projects
- 32) *This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

### **III. WORK ENVIRONMENT**

This job operates in a professional office environment. Work often involves responding to angry, frustrated or upset individuals.

#### **Physical Demands:**

- 1) The employee must be able to see, hear, speak, use a phone, typewriter, computer, copier, scanner and postage machine, and move 15 pounds from one location to another. The employee must be able to file, type, and use an adding machine.
- 2) Ability to sit for a minimum of 4 up to 6 hours and move about the department and/or building for 2-4 hours a day.
- 3) Ability to bend, stoop, reach above shoulder level, lift, push and pull

- 4) Ability to use both the right and left hand for firm grasping, repetitive actions and fine manipulation including writing and typing

**Travel:** No travel is expected for this position.

## IV. QUALIFICATIONS

**Minimum Education:** High School Diploma

**Minimum Work Experience:** One (1) year of customer-oriented service, with experience answering phones and emails

**Preferred Education:** Associates Degree and/or Technical School certificate

**Preferred Work Experience:** Two (2) to four (4) years in an administrative support capacity

### Required Competencies:

- 1) Must have good organizational skills to handle multi-tasking and be able to prepare written communication / reports competently.
- 2) Ability to establish and maintain effective working relationship with individuals affected by plan reviews, site inspections, and enforcement activities, and to exercise good judgment, courtesy, and tact in serving the public.
- 3) Basic knowledge/experience with computer desktop hardware and Websites.
- 4) Ability to possess a thorough knowledge of planning and zoning principles, policies, practices, and processes.
- 5) Ability to possess a thorough knowledge of the Pennsylvania Municipal Planning Code and local planning and zoning codes.
- 6) Must possess a Valid PA Driver's License

## V. SIGNATURES

This job description has been approved by all levels of management:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Borough Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** *The statements above are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties and skills required to perform the job.*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_