



Borough of Downingtown

Office Administrator

The Borough of Downingtown is seeking a qualified Office Administrator who will be responsible for providing administrative support to the Borough Manager and Assistant Manager. The ideal candidate will serve as the Assistant Borough Secretary, appointed by Borough Council, in accordance with duties outlined in Borough Code; attend Borough Council meetings, prepare agendas, transcribe and distribute minutes, update ordinance and minute books; prepare draft correspondence for Borough Manager's review; schedule meetings; provide Borough Council with copies of pertinent correspondence and information; prepare documents, etc. This position will also require maintenance, and some review and discussion of confidential personnel records, therefore this is a non-union position.

Exceptional administrative and organizational skills and ability to multi-task is imperative in this position. Salary will be based on qualifications. A detailed job description and employment application is available on the Borough's website www.downingtown.org. Qualified candidates may submit a cover letter and resume to cbadman@downingtown.org by **October 31, 2024**. E.O.E.

DOWNINGTOWN BOROUGH
JOB DESCRIPTION

JOB TITLE: Office Administrator/Assistant Borough Secretary
DEPARTMENT: Administration

GENERAL SUMMARY: Under direction, provide administrative support to Borough Manager; assist with personnel policy program administration; serve as Assistant Borough Secretary, and Administrative Representative of the Safety Committee. Work involves diversified duties which require intensive knowledge of Borough functions and application of a wide range of procedures. Contacts with others involve furnishing or obtaining information from others inside and outside the organization, require considerable knowledge of functional area, and may require tact to avoid friction. Work involves maintenance, and some review and discussion of confidential personnel records. Flow of work requires normal visual attention most of the time. Work is performed independently in a busy office environment with occasional interruptions. Attendance at Borough Council meetings and responsibility for drafting and providing minutes for Borough Council approval is a job requirement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide administrative clerical support to Borough Manager and Assistant Manager; occasionally prepare routine correspondence or type correspondence from rough draft, routinely take messages from members of public concerning questions or complaints, schedule appointments, schedule meetings, prepare meeting agendas, archive documents, compile reports; advertise bids, ordinances, public meetings, press releases/public service announcements; keep records on membership of various Boards and Commissions; provide assistance with Borough projects which address various areas of programs, services and operations.
2. Assists with employee benefit and Borough-wide insurance plans; provide cost information for annual budget on benefit and insurance plans; submit claims completed by employee to proper insurance carrier, follow up with carrier where problem arises, enroll new eligible employees and dependents or delete terminated or ineligible employees, ensure enrollment lists are current and accurate. Work with department heads to prepare annual employee census information, conduct inventory and complete annual update on property, vehicle and equipment schedules to provide current information for annual insurance renewal process. Orient new employees on insurance policies and benefits, prepare employment file, review appropriate benefit forms with employee. Serve as the liaison for employees to handle any concerns with insurance coverage. Provide notification to employees of annual open enrollment periods for medical, dental, vision and voluntary plans.
3. Assist with personnel policy program administration; update policy manual as directed, update employment records and files, research changing laws and regulations affecting personnel practices; recommend new policies or changes to existing policies; attend seminars/webinars to stay abreast of changing laws and regulations. Attend employee disciplinary meetings, take notes and provide an overview of discussions and action plan agreed upon during meetings to employee, employee's manager, AFSCME union steward (as applicable).

OFFICE ADMINISTRATOR

Page 2 of 3

4. Serve as Assistant Borough Secretary, appointed by Borough Council, in accordance with duties outlined in Borough Code; attend Borough Council meetings, prepare agendas, transcribe and distribute minutes, update ordinance and minute books; prepare draft ordinances for Borough Manager's approval, schedule meetings and work sessions, advertise public meetings and hearings; provide Borough Council with copies of pertinent correspondence and information; prepare award certificates awarded by Mayor or Borough Council to various Boards, Commissions and Proclamation recipients; update minute book index; ensure document management system is kept up to date.
5. Serve as Administrative Representative of the Safety Committee; coordinate and conduct meetings, communicate priorities and goals, utilize committee input to prepare recommendations for comprehensive safety policies and procedures to Borough Manager.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of the education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school degree or the equivalent and an additional two years coursework in business or government, and five to ten years of experience in office environment.

Knowledge:

Thorough knowledge of administrative practices and procedures.

Thorough knowledge of Borough services and functions.*

Thorough knowledge of Borough policies and procedures.*

Thorough knowledge of Borough codes and ordinances.*

Thorough knowledge of risk management techniques and practices.*

Thorough knowledge of principles of good public relations.

Thorough knowledge of word processing, database and spreadsheet computer applications.

Skills:

Computer operation; including Microsoft Office components

Typing

Transcription

OFFICE ADMINISTRATOR

Page 3 of 3

Abilities:

Ability to evaluate office systems and make recommendations.

Ability to prepare accurate reports and other technical documents.

Ability to add, subtract, multiply and divide whole numbers and fractions.

Ability to develop and maintain effective working relationships with staff, associates, officials, vendors and the general public.

Ability to demonstrate tact and patience to avoid friction or obtain cooperation with others.

Ability to guard confidential data which, if disclosed, would reflect poorly on the Borough or violate public policy or law.

Ability to operate a variety of office equipment, e.g., computer and periphery equipment, FAX, copy machine.

Ability to sit and operate a computer keyboard for extended periods of time.

Working Conditions:

Work is performed in normal office environment and occasionally involves responding to angry or upset people. Work occasionally involves overtime and attendance at evening meetings.

This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to modify or add other related duties to the position.

REPORTS TO: Borough Manager

FLSA STATUS: Non-exempt

DATE: October 3, 2024