



Bethel Township **Position Description**

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: ADMINISTRATION

GENERAL SUMMARY: The Administrative Assistant is responsible for a wide variety of administrative assistance and general office support services for the Township Board of Supervisors and Township Manager ranging from moderate to complex in difficulty. The Administrative Assistant shall have an understanding of the Township's policies and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide secretarial services for the Township, distributing mail, typing documents, preparing letters and general correspondence.
2. Works independently and with diplomacy and tact in meeting the public and in performing public duties, such as answering the telephone, recording messages, screening and directing visitors by ascertaining needs, complaints, or requests and securing and furnishing other information.
3. Attend and prepare the agendas for public meetings as required by the Township Manager and provide all necessary information for all meetings (including evening meetings) of the Board of Supervisors and all commissions and committees of the Township as requested. Take accurate minutes utilizing written notes and audio recordings. Aforementioned meetings are most often evening meetings. Proofread initial minute drafts prior to sending to the Township Manager for review and ultimate Board approval.
4. Assists in the preparation of all Board of Supervisors meeting materials.
5. Process routine financial activity, collect fees, issue receipts, and turn funds over to Treasurer.

6. Update and maintain office forms. Oversee computer maintenance and work with IT on issues.
7. Update and maintain Township website and Social Media Accounts
8. Establish and maintain files so documents can be filed and retrieved in an orderly manner.
9. Order supplies and equipment by obtaining any necessary approval of the board and interacting with vendors regarding specifications and availability of supplies and equipment.
10. Perform various other clerical, secretarial and administrative support services for meetings and special projects to facilitate the efficient operation of the Township.
11. Perform a wide variety of periodic tasks including supervising publication of the Township newsletter and other promotional materials.
12. Monitors, manages, and assists in the preparation of various state or federal grant projects or programs by performing research required for grant application, preparing required figures and documentation for grant submittal, coordinating with various Township entities involved with grant requests, assisting in execution of paperwork, and maintaining records of project status and disposition of funds.
13. Handle all aspects of Community Room, community field and Township property use and rentals, from reviewing applications and taking reservations to checking for damage and cleaning needs.
14. Assist in development of personnel policies and programs.
15. Assist Building Department with permits and fees, input information into the Building Permit software, call individuals to pick up building permits. Reconcile monthly building permit software to building department's "notebook". Prepare monthly building department permits worksheet and deposit.
16. Acts as a liaison between the Township, applicant, and Delaware County Planning Department to insure timely processing of applications
17. Codify all ordinances as needed.
18. Promote effective and efficient operations throughout the Township by facilitating interdepartmental cooperation

19. Carry out Policies and Ordinances adopted by the Board of Supervisors. Facilitate the flow of ideas and information between and among elected officials, employees, and citizens.
20. Assist Township with Right to Know Requests.
21. Various other tasks/responsibilities as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication and interpersonal skills to deal tactfully and effectively with Township residents, contractors, employees, elected officials, and visitors; ability to interact with and coordinate activities with departments and staff.
- Ability and initiative to work independently and organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently.
- Excellent written communication skills including correct English usage such as spelling, grammar, punctuation, and vocabulary.
- Must be competent in the use of the following: personal computer and server, multi-line telephone, general office equipment, calculator, copy machine, fax, and Microsoft Office Software, and other cloud-based programs.
- Adept at record keeping, transcribing meeting minutes, report preparation, filing methods and records management techniques.
- Good judgment in making decisions in accordance with laws, ordinances, and regulations and departmental policies and procedures and interpreting them to the public with tact and courtesy.
- Ability to cross-train and be cross-trained in other staff positions.
- Ability to maintain confidentiality in all aspects of the position.
- Ability to develop knowledge of the operations, functions, and scope of authority of Township departments as related to the handling and disposition of complaints and requests for information.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- College degree preferred and/or five years of related experience.

- Willingness to continue education, expand skills and attend workshops/seminars.
- Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to hold, or feel objects, tools or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephones, copiers, scanners, and other related office equipment and digital media. The employee may occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision and the ability to adjust focus. Work is generally performed in an office setting with a quiet environment.

The Township building is open to the public Monday through Friday from 8am to 4pm. The candidate must be available to be at work at 8 AM and remain until 4PM. Additionally, attendance at some evening meetings will be required.

BENEFITS

Employee health care, 401(k) retirement plan, and optional 457(b) deferred compensation.
Actual salary to be based on education, experience and qualifications.

Send cover letter, resume, and salary history/expectation to
township.manager@betheltwp.com