# Hiring Announcement

**Job Title:** Administrative Assistant
**Category:** Full Time

## POSITION SUMMARY:

The Administrative Assistant is responsible for administrative support that will promote departmental and townshipwide efficiencies in such duties as daily interaction with the general public and business community in-person, via telephone, or via email.  Be chief administrative contact for permit processing.  Trouble-shoot day to day issues for residents and businesses.

## POSITION REQUIREMENTS:

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required.

- Produces letters, memos, monthly reports, and other forms.
- Answers phones for the township; answers inquiries from residents.
- Greets and interacts with residents/visitors to township offices.
- Facilities Permit Process for building and code department
- Helps maintain the Township website and social media accounts
- Assists with coordinating calendar for inspections
- Assists with the purchase of office supplies, equipment purchases and replacements.
- Assists the office staff with ad hoc projects
- Assists with the budget, payroll, and invoices.
- Processes Department mail; receives and documents payments for services and reports.
- Maintains Department's business contact and emergency contact files.
- Plans and coordinates special events such as meetings, conferences, community relations.
- Assists with Pennsylvania Right to Know requests.
- Performs other duties as required

## ABILITIES:

- Reacts calmly and thinks rationally in difficult situations.
- Withstands a moderately stressful work environment.
- Works independently on difficult and complex tasks.
- Maintains complex clerical records and prepares accurate reports.
- Maintains social media accounts, webpage, and internal internet-based documents.
- Interacts in a professional manner with all personnel and the public; communicates effectively both orally and in writing.
- Analyzes and manipulates data for required reoccurring administrative reports.
- Comprehends verbal and written instructions; organizes and prioritizes workload efficiently; manage personal and confidential information tactfully.

**EQUIPMENT**:

- The ability to operate the following pieces of equipment:
  - ➢ Telephone
  - ➢ Computer (Office)
  - ➢ Photocopier
  - ➢ Fax Machine

**EDUCATION, EXPERIENCE and TRAINING**:

- Education: College Degree Preferred and/or related experience
- Possession of a valid driver's license.
- Extensive knowledge of Microsoft Office Software and Google Docs.
- Applicants must be able to pass an extensive background investigation

Resumes may be submitted by email to bgooch@franconia-township.org.

The deadline for resume submissions is March 1, 2023.

Franconia Township complies with all Equal Opportunity Employment and Americans with Disabilities Act requirements. All qualified applicants will receive equal consideration as to their ability to perform the essential functions of the position.