

**Job Title:** Administrative Assistant (part-time)  
**Department:** Administration  
**Reports To:** Township Administrator/Chief Financial Officer



**Job Summary:**

This position provides administrative support to ensure efficient operation of the office of the Township Administrator/Chief Financial Officer. This position provides support through a variety of tasks related to organization and communication. The Administrative Assistant is responsible for confidential and time-sensitive material. The ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

**Key Responsibilities:**

- Provide administrative assistance to Township Administrator/Chief Financial Officer.
- Create and maintain filing system for the Township Administrator/Chief Financial Officer.
- Prepare and type correspondence, resolutions, and ordinances, as needed.
- Coordinate attendance at seminars, conferences, and training events for Township Administrator/Chief Financial Officer by maintaining a calendar of these appointments.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Coordinate the execution of various agreements and contracts.
- Performs other duties as directed.

**Minimum Qualifications:**

- Proficient in Microsoft Office applications, especially Outlook, Word, Excel, and PowerPoint.
- Approachable, visible, and ability to communicate effectively with co-workers, other departments within the Township, outside agencies, and the public both verbally and in writing.
- Ability to maintain a high level of discretion and confidentiality.
- Solid time management and project management skills.
- Impeccable attention to detail.
- Capable of working under pressure and strict deadlines.
- Ability to prioritize work to accommodate changing demands.
- Possess excellent organizational skills.
- Self-motivated and ability to learn quickly.

**Supervisory Responsibilities:**

This position does not have supervisor responsibilities.