



# NEW BRITAIN BOROUGH

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James Donovan • Mayor  
John W. Wolff • Borough Manager

Peter LaMontagne • Council President  
Tom Price • Council Vice President  
Robyne Kelemen  
Steve Asher  
Loren Frasco  
Maureen Loh  
Alexander G. Bentrin

January 10, 2024

New Britain Borough has a full-time position available for an Administrative Assistant.

This is an exciting opportunity to provide leadership and management to a redeveloping community with an excellent quality of life. Located in Central Bucks County, Pennsylvania, New Britain Borough is a small quaint community with 2,700 residents.

New Britain Borough employs 2 full-time employees and provides general government services, works with a regional police department, and a large number of volunteer committees that support the parks and programs throughout the borough.

## **Employment Information**

- Hours: 40 per week
- Full-time exempt position
- Medical, Dental & Vision Insurance
- Paid Time Off
- Defined Contribution
- Annual Salary: depending on experience and qualifications
- Attendance will be required some evening meetings
- Works under the general supervision of the Borough Manager & Assistant Manager

## **Required Knowledge, Skills, Abilities and Competencies**

- Knowledge of trends, practices, and current procedures in the field of office operation preferred.
- Ability to manage competing priorities in a fast-paced, demanding environment.
- Ability to establish and maintain positive, collaborative relationships with all levels of staff, community, and strategic partners.
- Strong interpersonal, verbal, and written communication skills.
- Proven organizational and prioritization skills and attention to detail.
- Accurate Filing and record-keeping skills.

- Knowledge of Web and Social Media applications and the ability to navigate and maintain borough sites.
- Demonstrated ability to anticipate and solve practical problems.
- Ability to work well in a team environment and lead teams and committees.
- Possess strong judgement, discretion, high level of confidentiality, flexibility, and integrity.
- Excellent Customer Service skills for over-the-phone phone or in-person situations.
- Willing to expand personal knowledge by attending seminars and courses for up-to-date information on local government.

### **Essential Duties & Responsibilities**

- Assist in compiling information for reports and presentations, edits, and proof-reading documents.
- Actively participate in staff meetings, take meeting notes, assist in following up with action items, responsible for Planning Commission and Council Meeting minutes.
- Organize, maintain, and update filing systems.
- Maintain and secure confidential and sensitive information.
- Assisting in Planning Commission and Zoning Hearing Board communication.
- Assist in implementation/facilitation of Land Development and Zoning Hearing Board applications.
- Performing a variety of administrative tasks and providing general support to Borough Manager; Assistant Manager, and Zoning Officer.
- Performs other duties as assigned to support Borough's goals and objectives.

### **Administrative Responsibilities 100% of job duties**

- Maintain electronic and paper files.
- Answer phones & help resident walk-ins.

### **Minimum Qualifications**

- An Associates or Bachelor's degree in business administration and/or liberal arts with three (3) to five (5) years of experience of administrative support at municipal office, C-Suite level, or equivalent level.
- Excellent computer skills. Proficiency in MS Windows and Microsoft Office Products (Word, Excel, PowerPoint, and Outlook), Document Management System and Adobe Office Pro for merging documents and uploading important files for Supervisor review.
- Considerable experience in a busy office environment where good interpersonal skills with the employees and public-at-large is imperative.
- Individual must be authorized to work in the United States.
- Valid PA Driver's License.

New Britain Borough offers a complete benefits package including health insurance and defined contribution benefits. Compensation depending on experience and qualifications.  
 Applicants are required to successfully complete a comprehensive background check.  
 Send cover letter and resume with salary expectation **all in one attachment**  
 to John Wolff, Borough Manager, at [wolffj@newbritainboro.com](mailto:wolffj@newbritainboro.com) .  
 Please visit [www.newbritainboro.com](http://www.newbritainboro.com) to learn more about New Britain Borough.