

NEW BRITAIN BOROUGH

JOB TITLE: Administrative Assistant

Department: Administration

Reports to: Borough Manager

Date: June 2017

Job Description:

This paid part-time position (expected ~20 hours per week) works with Borough employees, notably the Treasurer, Secretary and Zoning Officer, to assist in the completion of critical tasks related to finance and permitting.

Primary Responsibilities

1. Process basic duties of accounts payable and receivable, including entering transactions into QuickBooks, mailing printed checks, and dropping off deposits;
2. Process paperwork and answer basic resident questions to support third party BCO/Zoning Officer;
3. Preparation of meeting space, mailings, and materials for Borough meetings (as needed);
4. Provide support to Secretary in office coverage and answering resident inquiries;

Required Knowledge, Skills, and Abilities

Associate's Degree or higher in relevant coursework;

Proficiency with office equipment, such as computer, telephone, copier, calculator;

Ability to handle information of a confidential nature;

Ability to pleasantly deal with the public;

Preferred Minimum Training and Experience

Familiarity with QuickBooks;

At least one year of experience working in municipal government;

Physical Demands

Light administrative work, which includes occasional standing (up to 2 hours at a time), occasional walking (depending on tasks), occasional lifting of up to 10lbs, occasional bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, and pulling/pushing; frequent repetitive motion, grasping and manipulation of hands; Excellent sensory abilities including speaking, hearing, seeing, visual acuity, depth perception and tactile sensation.

Working Conditions

Most work is done in office environment that is usually quiet. Occasional exposure to temperature extremes, dust, and odor.

Other Requirements

1. Willing to submit all information necessary for a background and credit check; this includes obtaining a child abuse clearance from the state of Pennsylvania.
2. Willing to submit to a drug test at time of hire and periodically during employment at the request of Borough Council.
3. The ability to work with minimum supervision and be self-motivated.