

NEW BRITAIN BOROUGH

JOB TITLE: Assistant to the Manager

Department: Administration

Reports to: Borough Manager

Date: October 2020

Job Description:

This position is a paid full time position (~40 hours per week), to support the Borough Manager with high level projects and research. This position would also represent the Borough Manager as needed in regular meetings (such as the Bucks County Managers Consortium and Tax Collection Committee).

Primary Responsibilities

1. Primary staff person responsible for office coverage and answering resident inquiries;
2. Prepare and distribute packets for Borough Council, Planning Commission and Zoning Hearing Board;
3. Prepare materials for public presentation and consumption;
4. Support website, social media and other communication efforts;
5. Research policy recommendations for Borough Council;
6. Support the goals and efforts of borough volunteer committees;
7. Research and assist in the application of grants and awards;
8. Process incoming mail;
9. Assist in the development and management of Borough recreational events.
10. Create the Borough newsletter twice a year.

Required Knowledge, Skills, and Abilities

This person should have excellent verbal and written communication skills, and be dependable/reliable.

Minimum Training and Experience

Enrollment in or recent graduation from a four year accredited college or university is required. Having a graduate degree or being a graduate student is strongly preferred.

Required Licenses and Certifications

None. The position is expected to obtain the PSU Municipal Management Certificate within two years of hiring.

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. While general work hours are flexible within the office schedule, there will be a handful of required evening meetings
2. Willing to submit all information necessary for a background and credit check; this includes obtaining a child abuse clearance from the state of Pennsylvania.
3. Willing to submit to a drug test at time of hire and periodically during employment at the request of Borough Council.