



Northampton Township

Position Announcement

Job Title: Executive Assistant to the Township Manager

Department: Administration

Category: Full-Time Exempt

Supervisor: Township Manager

Summary:

Northampton Township is currently accepting applications for the position of Executive Assistant to the Township Manager. This key administrative role supports the Township Manager, Assistant Township Manager, and the Administration Department by performing complex administrative and management duties.

The Executive Assistant to the Township Manager is responsible for carrying out a wide range of high-level administrative tasks and ensuring the efficient operation of the Township Manager's office. The role requires strong organizational skills, discretion, and the ability to manage multiple responsibilities in a fast-paced municipal environment.

This full-time, exempt position has expected hours, generally Monday through Friday, with some occasional evening and weekend meetings or events.

Key Responsibilities Include:

- Provide executive-level administrative support to the Office of the Township Manager.
- Serve as the primary point of contact for the Township Manager and Assistant Township Manager; ensuring they are informed of key staff and resident concerns/communications.
- Provide daily administrative support assisting with the overall operation of the Township Manager's Office.
- Assist with project management and tracking of administrative initiatives
- Facilitate the preparation of Board of Supervisors agenda packets, meeting logistics, and attend and prepare the meeting minutes.

Qualifications:

- Strong administrative, municipal background with experience supporting executive-level staff
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and modern office systems
- Exceptional organizational skills and attention to detail
- Experience in local government or a public-sector environment is preferred
- Four-year college degree or equivalent

How to Apply:

Interested applicants should submit a resume and cover letter to Human Resources Director, Stacey Schwengels via email: sschwengels@nhtwp.org. This position will remain open until it is filled. Northampton Township is an Equal Opportunity Employer.