



## Northampton Township Position Classification Plan

**Job Title:** Administrative Assistant

**Category:** Non-Exempt

**Department:** Public Works

**Supervisor:** Public Works Dir.

### **Position Summary:**

The Executive Secretary performs various office tasks to support the Public Works Department.

### **Position Requirements:**

- Answer phone calls and take messages
- Maintain employee attendance and payroll in TimeClock Plus
- Assist with tracking employee time off
- Maintain work orders, maps, streetlights, detention basins, fleet management in TRAIRS
- Assist fleet management with asset inventory in SNAP-ON and Excel
- Maintain fuel supply reports and key fobs in EKOS
- Generate billing for insurance companies and individuals for labor and parts
- Construct and maintain various monthly reports
- Develop memos and correspondence
- Gather and maintain invoices for accounts payable
- Coordinate uniform order and uniform delivery process for employees
- Coordinate and track ordering of safety equipment, office supplies, janitorial supplies
- Assist with Flag Notifications and Flag Inventory
- Gather quotes from businesses for various projects
- Coordinate, review, and maintain various bids and contracts (Salt, Fuel, Paving, etc.)
- Coordinate CDL drug and alcohol testing process and record retention
- Perform other related work as required

## **Qualifications:**

### **Education and Experience**

- Associate Degree in Business Administration, Accounting, or equivalent field of study preferred
- At least five (5) years of secretarial and administrative support work with a background in accounting working experience
- Experience in a public administration setting preferred

### **Knowledge, Skills, and Abilities**

- Proficiency in Microsoft Word and Excel
- Considerable knowledge of public works procedures and functions
- Knowledge of office practices, rules, regulations, procedures and functions and equipment
- Ability to maintain complex administrative records and to prepare accurate reports/correspondence
- Ability to be able to use department software such as TRAIRS, Springbrook, and TCP
- Ability to exercise good judgment, courtesy, and tact in answering questions of the public
- Ability to work independently on difficult or complex administrative tasks
- Ability to understand and carry out oral and written instructions
- Ability to read, write and speak English

## **Working Conditions**

The position is full-time, usually from Monday through Friday with some occasional evening and weekend hours.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodation to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

## **Selection Guidelines**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.