



Job Posting – Assistant to the Township Manager

Department: Administration

Position: Assistant to the Township Manager

Job Summary: The Assistant to the Township Manager is responsible for assisting the Township Manager in the day-to-day operations of the Township. Through a variety of administrative, clerical, and project management tasks, this position is involved in most aspects of the general management of the Township. This position will involve routine interaction with the public, elected and appointed officials, businesses and staff and necessitates experience with a high standard of customer service and excellent interpersonal skills. Previous government experience is required.

Duties and Responsibilities: Presents reports and recommendations for consideration by the Township Manager pertaining to general administrative functional and operational changes or improvements. Assists Township Manager in managing contracts for professional services and other agreements. Assists as needed with human resources functions. Addresses customer service complaints, in person, by telephone, and via email, investigates issue and addresses requests/complaints in accordance with policies and regulations, and recommends appropriate action. Manages office operations and handles all ordering of supplies and any necessary upkeep of equipment. Manages septic program through documentation of resident compliance. Prepare agenda and meeting materials for Board of Supervisors meetings and draft minutes. Monitor budget and assist in the annual budget development process. Attend meetings and represent the Township Manager as needed. Handle Township communications through the website, social media, and other methods. Monitor land use escrows as needed in consultation with finance. Assists as needed for the audio-visual production of Township's public meetings. Assist with the fulfillment of Right To Know requests. Researches, drafts, submits and manages competitive grant applications. Schedule inspections as needed. Input financial data as needed into accounting system. Performs related job tasks and duties as required by the Township Manager.

Qualification Requirements: Minimum of two years of experience working in government. Knowledge of the basic principles and practices of public and municipal administration. Knowledge of the principles of customer service and public relations. Ability to address the general public tactfully and courteously and to establish and maintain effective working relationships with other employees, public officials, and the general public. Knowledge of local, state, and federal government laws, organization and intergovernmental relations. Strong analytical skills and attention to detail. Ability to effectively communicate verbally, in person and over the phone, and in writing. Ability to work without direct supervision and to exercise judgment, initiative, and discretion to make decisions in a timely manner. Ability to effectively use organizational and time management skills.

Experience and Training: High School diploma or the equivalent, Bachelors preferred. The employee should have an intermediate level of competency with Microsoft Office and familiarity of typical office systems and procedures. Experience with QuickBooks is a plus.

Compensation: Minimum expected salary of \$55,000 per year or higher for the right set of experience/qualifications

Generous Benefits Package

- Paid Holidays
- Personal Days
- Sick Time
- Vacation
- Medical Insurance, Dental, Vision
- Life Insurance
- Retirement Program

Applicants should email a cover letter and resume to manager@wrightstownpa.org. Position open until filled but we encourage applying by 10/20/24.