

LEMOYNE BOROUGH JOB DESCRIPTION

TITLE: Executive Assistant

GENERAL SUMMARY:

The Executive Assistant provides support in the overall administration of official municipal communications, meetings and records. This employee has significant corporate record keeping responsibilities including maintaining the official documents of Council meetings, as well as official Borough records. The Executive Assistant also serves as the communications coordinator for information that is presented in the Borough newsletter, web site, and on social media. The Executive Assistant serves as Assistant Borough Secretary and is the primary back-up to the Assistant Borough Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as Assistant Borough Secretary for the Borough of Lemoyne
2. Prepare agendas, attend meetings, take and process meeting minutes as required.
3. Draft ordinances and resolutions as requested.
4. Assist with annual budget preparation by collecting data and preparing spreadsheets.
5. Maintain the filing system to include maintenance of minute books for Council, Committees, and Board/Commission meetings, relying on the most current version of the Municipal Records Manual for records retention guidance.
6. Coordinate communications to include press releases, publication of the Borough newsletter, and posts on the website and various social media platforms.
7. Maintain annual Ethics Commission reporting forms.
8. Coordinate annual codification of Borough ordinances.
9. Produce spreadsheets, PowerPoint presentations, and other documents as requested.
10. Place Swift911 emergency notification calls as needed.
11. Serve as primary back-up to the Assistant Borough Treasurer to include payroll, utility billing, cashiering, and accounts receivable operations.
12. Assist the public and staff by phone, in person, or via email addressing complaints and requests for information, referring inquiries and visitors to the appropriate department or staff member as necessary.
13. Maintain a professional appearance and manner at all times when in the office or representing the borough at official functions/meetings.
14. Perform other duties as required.

JOB SPECIFICATIONS:

Education/Employment:

- College degree/certificate with course work in business, public administration/government, or English/communications.
- Two years of administrative assistance experience.
- A combination of education/experience indicating possession of the skills, knowledge and abilities listed below.

Knowledge:

- Knowledge of filing systems, principles and practices
- Comprehensive knowledge of general office practices/procedures.
- Knowledge of basic math accompanied by the ability to add, subtract, multiply, divide accurately.
- Strong knowledge and ability to interact via various social media communications platforms

Abilities:

- Able to operate basic office machines/equipment.
- Ability to communicate effectively in English, both in written and oral form.
- Ability to clearly explain policies and procedures and to communicate with other employees, agencies and the general public with courtesy, tact and good judgment.
- Ability to prioritize workload and deadlines to assure timely and efficient completion of assignments.
- Must maintain confidentiality of protected information.

Working Conditions:

- Work is performed in a normal office environment between 8:00 a.m. and 4:30 p.m. however, attendance at evening meetings a minimum of two times per month is required.
- Must be able to sit at a desk or in a chair for up to four (4) hours at a time and occasionally lift up to 25 pounds.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Borough Manager

STATUS: Exempt

DATE: January 17, 2019