



Heidelberg Township Job Description

Job Title: Administrative Assistant
Department: Administration
Job Grade: Non-Bargaining

Reports To: Secretary & Supervisors
FLSA: Non-Exempt
Full Time / Part Time: Part Time

Primary Function

Under direction of the Township Supervisors, assist the Secretary with office and clerical functions including the use of Microsoft office programs. Provide support and assistance with Zoning, Parks and Recreation functions, and to also act as Receptionist.

Principle Duties & Responsibilities

1. Clerical Duties:
 - a. Serve as contact at Township building for residents and vendors for in person transactions and communications.
 - b. Answer incoming calls and makes outbound calls as needed.
 - c. Retrieve mail and sorts daily.
 - d. Maintain accurate and updated records.
 - e. Maintain Township website as directed by Secretary/Supervisors.
 - f. Other miscellaneous duties may be assigned.
2. Zoning Duties
 - a. Handle all zoning/building permits applications and distributes to Zoning Officer after being recorded.
 - b. Prepare permit packet once approved permit is received from Zoning Officer/BCO.
 - c. Invoice and receives payment for zoning/inspection services.
 - d. Receive all code enforcement complaints and submits to Zoning Officer after being recorded.
3. Parks and Recreation Duties:
 - a. Receive requests for scheduling and reserving park amenities.
 - b. Maintain an updated calendar for reservations for ball fields, multi-purpose fields, pavilions, concession stand, etc.
 - c. Work with supervisors with supply orders to maintain Park and Recreation needs.
 - d. Communicate with non-profit 501c with donations received for Heidelberg Township Recreation Association.

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Position Qualifications

Knowledge, Skills, and Abilities

- Advanced knowledge of standard office practices and procedures including answering phones, organizational skills, and the operation of various office equipment.
- Proficient knowledge, understanding and use of computer programs, preferably Microsoft (or similar) suite of tools (Word, and Excel, Outlook, etc.) is required.
- Communication of excellent language skills, both verbally and in writing.
- Proficient knowledge of proper English usage, spelling, grammar, and punctuation.
- Proven ability to prioritize workload, schedule work and meet time restraints.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Excellent organizational skills in, filing, recordkeeping and record retention

Education, Training and Experience

- Graduation from High School or completion of a GED is required.
- Office work experience is preferred.
- Customer Service experience required.