

**Administrative Officer
Township of Blair, PA**

**FLSA Status: Non-Exempt
STARTING SALARY: \$15.00/HOUR
SALARY RANGE: \$15.00-\$24.00/HOUR
WORKWEEK: 40 HOURS**

OVERALL PURPOSE OF THE JOB:

This position is responsible for providing clerical, fiscal and other operational support for (1) Blair Township municipal business operations, and (2) the Blair Township Police Department (BTPD).

ESSENTIAL FUNCTIONS OF THE JOB: (other duties may be assigned)

1. Front Office Administration

PERFORMANCE MEASURES

- Receives, greets and directs visitors to Blair Township's office, professionally and courteously.
- Coordinates with the Township Secretary/Treasurer, Manager or Chief of Police (or designee) to ensure that guests are granted access to the building offices during business hours.

2. Organization and Facilitation of Staff Meetings and Events

PERFORMANCE MEASURES

- Develops and types the agenda through gathering information from Township officials and staff. Also generates and collects any related materials for the meeting. Circulates the agenda and materials to pertinent Township officials and staff either the day of the meeting or prior to the meeting, as directed.
- Works with staff to ensure that the meeting venues are set up appropriately based on the meeting specifications.
- Records the minutes of the meetings either through note taking or recorder and presents them to the lead Township officials and staff for review within one week from the meeting date.
- Makes arrangements, as directed, for any special events by working with venues, coordinating registration and developing other materials as needed.
- Attends meetings and events as directed.

2. Develops and Circulates Township-Related Materials

PERFORMANCE MEASURES

- Duplicates and distributes material at the request of the Township staff.
- Maintains electronic copies and records of documents.
- Assists in the development and circulation of Township announcements, newsletters, etc.

3. Provides Administrative and Clerical Support

PERFORMANCE MEASURES

- Types materials and general correspondence from handwritten, dictated or rough drafts for the Township staff within 36 hours of receipt.
- Posts mail each day.
- Receives and screens telephone calls for Township staff and records and forwards messages on the day of receipt.
- Organizes and maintains all Township files, as directed, in a neat & efficient manner.
- Produces copies and packets of information as requested by Township staff.
- Maintains records of approved Time Off as approved by Township supervisors.
- Collects time sheets from all Township staff and reviews for accuracy prior to final review in accordance with the established deadlines.

4. Financial Management Support

PERFORMANCE MEASURES

- Generates requisitions and processes invoices for payment
- Enters invoices and/or requisitions into the QuickBooks Pro within 24 hours of approval and receipt of same from authorized, supervisory Township staff.
- Processes invoices for payment in accordance with defined procedures.
- Develops invoices, as necessary and authorized in a timely and accurate manner.
- Develops, utilizes and maintains relevant excel spreadsheet documents.
- Maintains accurate accounts receivable data.
- Reconciles bank statements.
- Files and/or removes records and reports, as directed by supervisory staff.
- Assists with payroll process, as directed by supervisor.

5. Develops and Maintains Word Documents, Spreadsheets and Databases

PERFORMANCE MEASURES

- Ensures that all documents, spreadsheets and databases are developed and managed in an efficient manner and that data is not duplicated and maintained in various locations.
- Ensures that Township records provided by staff are entered into the appropriate electronic and hard document files and in a timely manner.
- Maintains Township business files in an efficient and ordering manner.
- Updates and maintains proper Township inventory documents.
- Generate reports from all databases at the request of Township staff.

6. Provides Administrative Staff Support to Blair Township Police Department

PERFORMANCE MEASURES

- Enters information and maintains such databases as directed by the Chief of Police.
- With the highest degree of accuracy, type verbatim/recorded victim, witness and suspect statements.
- Maintains complete and current paper files as directed.
- Develops, types letters, forms, etc. at the direction of Police Officers.
- Enter all current data accurately into databases in a timely manner and as directed.

7. Provides Other Services

PERFORMANCE MEASURES

- Responds to all requests within 24 hours of request, allowing 48 hours for requests that are made during weekend and hours outside of the regular office hours.
- As directed, undertakes contacts through e-mail, phone or mail to secure defined information.
- Contacts residents and organizations to encourage participation in training and other events.

8. Maintains Blair Township Municipal Web Site

PERFORMANCE MEASURES

- Reviews and updates data weekly or as necessary and as directed by Township staff.
- Reviews and maintains BTPD website information as requested by BTPD officers.
- Prepares drafts of website postings for review by Township and BTPD management.

9. Attendance

PERFORMANCE MEASURES

- Consistently report to work as scheduled or uses appropriate call-in and e-mail procedures for obtaining time off.
- Consistently report to work, meetings, and other business appointments on time and prepared.
- Achieve a healthy balance between personal and work life.

OTHER DUTIES OF THE JOB

- Helps organize functions for the Township and BTPD.
- Orders supplies for staff.
- Develops and supports the Township staff at events as requested.
- Coordinates special projects as assigned.
- Updates the Township website as requested.
- Receives and screens visitors to Township facilities.
- Develops unique documents at the request of program staff.
- Interacts with Township residents and others on the phone and provides basic information in a timely and courteous manner.

SUPERVISION RECEIVED:

Supervision is typically received from the Blair Township Secretary/Treasurer, Manager, Chief of Police and Supervisor in charge of Administration.

SUPERVISION ADMINISTERED:

This position involves no supervisory responsibilities.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, utilize creativity, ability to adapt to constantly changing work environment, maintain a high level of record keeping. Routine paperwork, provide close attention to detail, ability to work under high pressure for results, meet frequent deadlines, and work closely with others.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of the time)

Ability to sit, repetitive finger movement.

Frequently Incurred (Between 25%-75% of time on job)

Ability to stand, ability to walk.

Occasionally Occurred (Less than 25% of time on job)

Ability to lift (light, maximum 10 lbs)

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25%-75% of time on job)

Ability to work from the Township's office.

Occasionally Occurred (Less than 25% of time on job)

Ability to work overtime as necessary.

Ability to participate in same day travel.

Ability to participate in out-of town travel for meetings and conferences.

PERSONNEL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

None. This position typically involves general office working conditions.

QUALIFICATIONS:

Education:

Business or administrative-related School Graduate, or five years of progressive and related work experience.

Experience & Training:

Minimum of two years working in a busy office environment that relies heavily on computer operations.

Background Checks and Other Testing:

Without equivocation, must pass background and criminal history checks, as well as other designated, relevant background checks, as deemed necessary and appropriate. Also, drug testing may be required in accordance with applicable laws mandating or authorizing same.

KNOWLEDGE, SKILLS AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills:

Troubleshoots or takes initiative to solve problems.

Communications Skills:

Clearly and consistently communicates verbally and in writing.

Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, reports and publications.

Math Skills:

Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

Computer Knowledge (Tested proficiency may be required):

Word Processing Software (Microsoft Office Suite (Word))

Spreadsheet Software (Excel)

Internet/ E-Mail (Outlook)

Database Software (Microsoft Office Suite)

QuickBooks

Publishing Software

Web Site Modification Software (WordPress)

Computer Presentation Software

Other Characteristics:

Documentation and observation skills.

Strong organizational skills.

Strong time management skills.

Ability to follow established confidentiality policy.

Ability to follow established safety standards.

Ability to use various pieces of office equipment such as copier, fax, shredder, printer, postage machine, binding equipment, phone systems etc.

Ability to communicate effectively in the written and oral manner.

Ability to effectively use computer technology.

Ability to respond to the needs of a varied customer base in a timely and efficient method.

Ability to provide support to multiple Township staff simultaneously.

This job description does not list all of the job duties. Occasionally, supervisors may provide/assign other instructions and duties. Performance evaluation is based in part upon performance of the tasks listed in this job description and these other duties.

Blair Township has the right to revise this job description at any time. The job description is not a contract for employment, and either the incumbent or Blair Township may terminate employment at any time, for any reason.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Chair of Board of Blair Township Supervisors

Date

Date Prepared/ Revised: March 2017