

Directions:

1. Detailed job description and application can be found below.
2. To apply:
 - a. Forward a cover letter, resume and completed application to:
admin@macungie.pa.us or to the following address:

Borough Manager
Borough of Macungie
21 Locust Street
Macungie, PA 18062

Borough of Macungie

Job Description

POSITION: Full Time / Administrative Assistant

REPORTS TO: Borough Manager/Secretary

Summary

This is a full-time, hourly position responsible for the administrative duties for the Borough Manager, Zoning Officer, Public Works Department, Council, Mayor, Commissions and Boards.

General Statement of Duties

Under general supervision of the Borough Manager this position is responsible to perform a wide variety of tasks required to provide complex secretarial, administrative and office duties; independently performs a variety of highly responsible and complex duties that have a Borough-wide impact, affect the public image and/or are a highly sensitive/confidential nature. Duties vary broadly and range from complex clerical tasks that follow standard procedures to making moderate administrative level decisions regarding department procedures and/or practices.

Supervision

This position is a non-supervisory position under direct supervision of the Borough Manager.

Examples of Duties and Responsibilities

- Attend Borough Council, Zoning Hearing Board, Borough Authority and Planning Commission meetings; record proceedings and prepare minutes for official approval; maintain required records.
- Independently or as directed, follow-up Council or other meeting activities; coordinate responses and keep Borough Manager advised.
- Responsible for assuring Borough Council, Zoning Hearing Board, Borough Authority and Planning Commission packet information is assembled and distributed in an accurate and timely manner.
- Coordinate Borough Council, committee and advisory board activities with Borough staff and citizen participants; notify interested and affected parties.
- Maintain appointment calendars and advertise meeting notices for the Borough Manager.
- Type, proofread, edit and otherwise assure accuracy and professional appearance of documents, including correspondence, reports, statistical and budgetary documents, press releases, labor contracts and minutes of meetings.
- Answer telephones, greet customers in-person; resolve complaints; respond to public inquiries and requests or direct the customer to the appropriate staff person; may provide administrative information such as explaining public meetings, policies and procedures and identify specific municipal codes.
- Assist with budget preparation; compile and prepare final budget documents.

- Conduct research as required; use independent judgment to determine resources; consult with staff or outside agencies.
- Make recommendations and implement office operations.
- Establish and maintain departmental electronic and manual filing, storage and retrieval systems, including confidential files.
- Help coordinate, attend and prepare for any borough event outside the daily work hours.
- Any and all other tasks assigned by the Borough Manager.

Working Conditions: Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or interdepartmental contact and pressure to meet inflexible timelines. Ability to maintain reasonable, predictable and regular attendance and ability to attend meetings or report to work outside of regular business hours is required.

Accountability: This position is accountable for the effective, efficient, professional, provision of support services and performing complex secretarial duties with proficiency and precision. Assist in managing the administrative detail of the Borough Manager's office and share accountability for the provision of consistent, high quality service. Accountable for maintaining strict confidentiality of sensitive information.

Required Knowledge, Skills and Abilities

- Knowledge of secretarial practices and procedures.
- Knowledge of general principals of municipal organization, operations, policies and objectives.
- Oral and written communication skills; grammar, spelling, punctuation and vocabulary.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Ability to communicate effectively with diverse individuals and handle calmly and efficiently situations ranging from routine to emergency.
- Excellent memory and organization skills.
- Ability to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
- Ability to operate standard office equipment including, personal computers, typewriters, copiers, calculators and fax machines; input and retrieve data; organize and maintain electronic storage and filing.
- Knowledge of Microsoft Office 365 and software applications for desktop publishing, social media and website maintenance.
- Ability to work cooperatively with others as a member of a service oriented team.
- Ability to use independent judgment to effectively plan, coordinate and organize a variety of administrative and clerical support activities.

Education and/or Experience

- High School graduate or have a GED.

- Any combination of education and/or experience directly related to the duties and responsibilities specified.

Tools and Equipment

- Personal computers and related software packages, Internet and social media programs, typewriters, copiers, calculators, fax machine, copy machine; input and retrieve data; organize and maintain electronic storage and filing.

Physical Demands

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, stand, walk, use hands to handle, feel or operate objects, controls or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell.
- The employee may occasionally push, pull, lift and/or carry equipment and supplies from 5 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in a typical interior/office environment. There is very limited exposure to physical risk.
- The noise level in the work environment is usually moderate.

Miscellaneous

- This is a non-exempt position in accordance with the Fair Labor Standards Act.
- Valid Driver's License required.
- The duties listed above 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.
- The 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.

- This position is at-will. This will not be a union position due to the confidential nature of the associated duties.

Effective Date: January 1, 2018

**BOROUGH OF MACUNGIE
JOB ANNOUNCEMENT FORM**

The Borough is currently accepting applications for the following position:

ADMINISTRATIVE ASSISTANT FULL-TIME

If you are interested in applying for this position, please read the following information. If you need assistance with the application process, please notify the receptionist at the front desk of the administrative offices.

1. In order to be considered for employment, you must complete the attached application form. Your application may be rejected if information is incomplete or inaccurate.
2. Before you complete the application form, please review the attached job description to ensure you possess the requisite knowledge, skills and ability, to perform the job for which you are applying. As an equal opportunity employer, the Borough will strive to provide reasonable accommodations for individuals with disabilities who would otherwise meet job requirements.
3. Please sign the application form and return it with a copy of your resume and cover letter to the front desk of the administrative office or to email it to: admin@macungie.pa.us. You will be notified if an interview is requested by the Borough. Due to the many applications received by the Borough, it is not always possible to respond personally to every application received. However, you may call the administrative office of the Borough at any time to inquire about the status of your application.
4. It is the policy of the Borough to accept employment applications only when an opening exists. All applications will be kept on file for two years, or longer if the applicant is hired. Please feel free to contact the Borough at any time if you would like to inquire about other openings or complete another application.
5. Offers of employment are conditional on successful completion of a drug test and a background check to ensure the candidate possesses the knowledge, skills and abilities to successfully meet job requirements.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Borough of Macungie provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran, in accordance with state and federal laws.

BOROUGH OF MACUNGIE
APPLICATION FOR EMPLOYMENT
An equal opportunity employer

LAST NAME	FIRST	MIDDLE INITIAL
PRESENT ADDRESS (STREET, CITY, STATE, ZIP)		
TELEPHONE NUMBER (DAY) (EVENING)		
POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:		
PLEASE CHECK PREFERRED STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> No Preference <input type="checkbox"/> Other :		
DATE AVAILABLE TO START:		
Are you over the age of 18? <input type="checkbox"/> yes <input type="checkbox"/> no If <u>no</u> , state your age:		
Are you willing to work overtime, if necessary? <input type="checkbox"/> yes <input type="checkbox"/> no		
Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> yes <input type="checkbox"/> no		
Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:		
<i>Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.</i>		
During the past ten years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? <input type="checkbox"/> yes <input type="checkbox"/> no		
Do you have the legal right to work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no		
RECORD OF EDUCATION (LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)		
High School	Location	
College	Course of Study	Degree Received Date Received
Other Education		

RECORD OF PREVIOUS EMPLOYMENT (Use additional page if necessary)

(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT. INCLUDE MILITARY SERVICE.)

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE? ☐ YES ☐ NO

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
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PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
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APPLICATION FOR EMPLOYMENT

Computer operation:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Word processing:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Spreadsheet:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Publisher	<input type="checkbox"/> yes	<input type="checkbox"/> no
Provide example of work projects performed on computer which demonstrates skills:		

If you are applying for a Public Works position, indicate:		
Do you possess a Commercial Driver's License (CDL)? <input type="checkbox"/> yes <input type="checkbox"/> no		
State:	Operator's number:	Expiration Date:
Has your Driver's License been suspended or revoked in the last 5 years? <input type="checkbox"/> yes <input type="checkbox"/> no		
If yes, please explain:		
Please indicate most recent moving violation:		
Date:		
Violation:		
State of incident:		

List specialized training courses or on-the-job training you have received :			
What type?	Who provided training?	Dates of training?	Location?

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I agree that a photocopy of this signed application shall have the effect of an original.

(Applicant's Signature)

(Date)

RECORD OF PREVIOUS EMPLOYMENT (Additional Page)**Name**

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		