

State College Borough Administrative Assistant Job Description



REPORTS TO: Office Manager
ROLE & LEVEL: A3

DEPARTMENT: Planning/PW/Neighborhood Serv.
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Administrative Assistant performs shared secretarial services and provides administrative assistance to the Planning, Public Works and Neighborhood Services departments, as needed. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Generates and maintains correspondence, memos, agendas, minutes, and reports
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly, and annual reports, invoices, and other relevant materials of the department
- Coordinates schedules for meetings, interviews, travel, equipment repair and service, and department functions
- Receives and reviews various reports, plans, and/or forms for the purpose of verifying accuracy; ensures necessary copies of pertinent documents are made and distributed to appropriate entities
- Establishes and maintains department logs, records, maintenance procedures, and filing systems to ensure efficient department operations
- Processes various correspondence and forms required of assigned department (i.e., personnel forms, invoices, work orders, purchase orders, requisitions, applications)
- Responds to inquiries, concerns, and complaints from the general public; provides resolution or directs to the appropriate department/entity
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies
- Processes various applications; ensures that all fees have been paid and the process for approval is complete
- Responds to requests from residents, staff and other members of the public in person, by phone, or in written form
- Attends meetings and takes minutes for various authorities, boards and commissions of the Borough; prepares for meetings by notifying members, ordering lunches if

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necessary, and preparing and distributing agendas and related information in advance of the meetings; schedules and sets up meeting rooms

- Troubleshoots errors and glitches in the enterprise resource planning (ERP) system; trains staff in the use of the system
- Creates and updates mail merges (letters, labels, permits); sets up new applications, complaints, violations, inspections, and new business accounts
- Sorts, processes, and distributes incoming and outgoing mail/packages

Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of clerical procedures and systems such as word processing, managing files and records, and other office procedures
- Skill in working independently and following through with assignments with minimal direction
- Skill in the use of Microsoft Office products (Word, Excel, PowerPoint and Outlook)
- Ability to manage time and workload effectively which includes planning, organizing, and prioritizing with attention to details
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to read, update, and maintain various records and files
- Ability to communicate effectively, verbally and in writing
- Ability to deal with the public using tact and courtesy

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two or more years of administrative experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Associate's degree

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date