



Job Description

Administrative Assistant, Operations

Department: Public Services
Position: Administrative Assistant, Operations
Reports to: Executive Director of Operations
Supervises: None
Hours: FLSA Exempt Position

Purpose: The purpose of this position is to perform advanced administrative tasks in direct support of the Executive Director of Operations and the department which includes Public Services, Licenses and Inspections, Fire Services and Emergency Management to ensure the effective functioning of the department and overall Borough operations.

Tasks:

Answers, screens, and directs incoming calls to appropriate departments and/or individuals; documents and distributes telephone messages.

Responds to various types of Public Services inquires and/or complaints; provides information regarding departmental operations, services, programs, projects and policies.

Provides administrative support and assistance to the Executive Director of Operations and other departmental personnel as required.

Prepares, processes, reviews, and disseminates correspondence, memoranda, contracts, schedules, forms, purchase orders, invoices, and/or other types of departmental documentation.

Assists the Executive Director of Operations in compiling the annual department budget.

Schedules and coordinates meeting and appointments; organizes reservations for training workshops; updates and maintains departmental calendars.

Updates and maintains departmental records, filing systems, databases, and/or policy manuals. Processes annual service contracts.

Prepares, processes and tracks purchase orders and purchase requisitions utilizing Edmunds. Processes all invoices according to Borough financial standards.

Manages the work order management software system. Attends annual system training sessions as assigned and/or required locally or other location specified by Software Company.

Processes and manages Quarterly CDL Drug Testing for all AFSCME employees and works collaboratively with PSATS on the Drug Testing Procedure.

Assists Executive Director of Operations with payroll tasks as applicable for the Department of Public Services.

Maintains and transcribes meticulous meeting notes for all project meetings in the Department of Public Services.



Job Description

Administrative Assistant, Operations

Coordinates with vendors regarding the ordering of departmental supplies including uniforms and tracking of reimbursements on a quarterly basis; tracks and verifies the accuracy of the shipments received; researches and resolves supply issues. Assists Executive Director of Operations in administrating Borough's CoStars account as well as other statewide procurement programs.

Manages the Borough's Municbid Account as assigned by Executive Director along with the Borough's C-Cure access system. Schedules and programs the building as assigned and monitors and manages access Key Fobs and clearances. Manages the Borough's GasBoy operating software system.

Serves as point of contact as assigned by Executive Director for all lessees and landlord relationships in Borough Hall.

Helps with preparation for holiday décor and events for borough buildings.

Processes and submits agenda item requests to Executive Administrative Assistant in a timely fashion. Provides thorough and detailed information relevant to the agenda item request.

Assist with special projects, and other related duties as assigned by Executive Director of Operations and/or Borough Manager.

Serves as administrative liaison on behalf of the Executive Director of Operations and/or Borough Manager to Boards and Commissions as assigned. Prepares and transcribes minutes as assigned accurately and timely.

As assigned, proactively manages the constituent service request and integrated work order systems, and reports no less than monthly to the Executive Director of Operations and Borough Manager on the constituent service and citizen concern activities. Prioritize all incoming requests for information and complaints and ensure they are routed to the appropriate personnel.

Assists with postings to the Borough website and media outlets and serves as backup for Borough media technology operations.

Serve as logistical coordinator for Emergency Management operations. Assist with coordination of all simulations and events. Handles all meeting schedules and attends monthly meetings as required for Borough and Montgomery County Public Safety office or other location. Maintain schedules and records of all required certifications and trainings and files accordingly with the Human Resources Department. Perform all duties as assigned by the Emergency Management Coordinator and/or Deputy Emergency Management Coordinator. Assists with management of Blazemark Software System and CodeRed System. Obtains all necessary certifications.

Attends Board and Commission and Borough Council meetings as assigned.

Assists in answering all Right to Know inquiries as applicable, working directly with the Borough's Right-to-Know-Law Officer.

Assists in processing applications for outdoor dining licenses including review of application requirements and conditions of approval.



Job Description

Administrative Assistant, Operations

Assists with all Borough Special Event preparation and assists with on-site event operation as assigned.

Performs all other duties as assigned by Executive Director of Operations and/or Borough Manager.

Conditions: General office conditions apply; vast majority of work is confidential in nature, time and information sensitive. Periodic deadlines and time constraints can be demanding.

Required Skills, Knowledge and Abilities: High school diploma or equivalent combined with three (3) years of relevant and related experience to achieve the purpose and tasks of this job description; A bachelor of arts or sciences in political science, public administration, business, communications, liberal studies, or English is strongly preferred; the demonstrated ability to read and write English; possess a familiarity with office and computer technology; be self-motivated; multi-task; possess the demonstrated ability to set goals and priorities and achieve them; have exceptional organizational skills; possess the ability to comprehend and effectively communicate information; demonstrated ability to perform tasks independently is essential. General knowledge of maintenance contracts, union labor contracts, property leases, building and property maintenance codes as well as general understanding of municipal land development and zoning requirements. Ability to handle confidential information. Experience in municipal or state government is preferred. Position will be challenging and may have periods of stress; a demonstrated ability to provide exceptional customer services is required. Position will require evening and weekend hours.

This job description does not list all duties of the job. The Executive Director of Operations and/or Borough Manager may ask employee to perform other job related duties provided those duties are not illegal or injurious to the employee's health. Employee will be evaluated in part based upon performance of the tasks listed in the job description.

This is an FLSA exempt position. The position is an at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation warrants.

I, _____, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature _____ Date _____