

Board of Commissioners
Brittney Pepper, President
Michael Boyd, Vice President
Mark E. Wells
Simone Benning
Brian Maloney



Township Officers
Rebecca Vargo, Township Manager
Timothy Saunders, Assistant Township Manager
Michelle Criner, Treasurer
John Rushford, Solicitor
Randy Lamb, Chief of Police
Scott Matthews, Public Works Superintendent

Job Description

Administrative Assistant

Position Summary:

The Administrative Assistant provides comprehensive administrative and clerical support to the Township Manager, Assistant Manager, Code Enforcement Officer, Board of Commissioners, and Administrative Office. This position serves as the first point of contact for residents, businesses, and visitors, ensuring professional customer service while coordinating daily office operations, maintaining official municipal records, processing payments, and supporting township programs and services.

Essential Duties and Responsibilities:

General Administrative Support

- Receive, sort, and distribute incoming Township mail.
- Prepare, transcribe, type, edit, and distribute correspondence, reports, memoranda, and other documents for the Township Manager, Assistant Manager, and Code Enforcement Officer.
- Perform general office duties including filing, scanning, photocopying, and document management.
- Maintain office supplies inventory and order supplies with management approval.
- Produce copies of administrative documents as requested.

Customer Service

- Serve as the primary point of contact by answering telephone calls, responding to emails, and assisting residents and visitors in person.
- Respond to routine inquiries and complaints or direct them to the appropriate department for resolution.
- Maintain courteous, professional, and effective communication with the public, elected officials, and Township staff.
- Coordinate with Republic Services' Route Manager to resolve garbage and recycling service complaints, missed collections, and resident concerns.

Financial and Records Administration

- Collect payments for Township services, permits, facility rentals, no-lien letters, certificates of occupancy, and other miscellaneous revenues.
- Issue receipts and accurately record all financial transactions.
- Prepare weekly bank deposits and process deposits using the Township's check scanning system.
- Maintain petty cash records and prepare periodic petty cash reports.
- Prepare employee timecards for Administrative Office personnel and Crossing Guards.

Facility Reservations

- Coordinate reservations for Township park pavilions and the Community Center.
- Schedule facility usage, collect rental fees and security deposits, maintain reservation calendars, and provide rental information to the public.

Building and Code Administration

- Prepare reports of building permits issued and fees collected.
- Compile and submit required building permit reports to the Commonwealth of Pennsylvania and Allegheny County.
- Assist the Code Enforcement Officer with administrative support and document preparation.

Human Resources and Risk Management Support

- Receive information related to workers' compensation claims.
- Complete required claim forms, forward documentation to appropriate agencies, and maintain confidential claim files.

Property and Deed Administration

- Prepare deed transfer information using Allegheny County records.
- Maintain and distribute deed transfer lists to appropriate Township personnel.

Board and Meeting Support

- Prepare and copy agenda packets for Board of Commissioners meetings.
- Distribute meeting materials to Commissioners, Township departments, the news media, and the public.
- Prepare official meeting minutes and maintain the Township Minute Book.
- Maintain current rosters of members serving on Township boards and commissions.
- Prepare appointment, reappointment, and termination correspondence for board members.

Legislative Records Management

- Type and maintain official Township ordinances and resolutions.
- File and preserve original legislative documents in accordance with Township record retention policies.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills.
- Strong customer service and interpersonal skills.
- Ability to manage multiple tasks and priorities.
- Proficiency with Microsoft Office applications, email systems, and office equipment.
- Ability to maintain accurate financial records and process payments.
- Strong organizational skills and attention to detail.
- Ability to handle confidential information with discretion.
- Ability to prepare meeting minutes accurately and efficiently.
- Working knowledge of general office procedures and records management practices.
- Ability to establish and maintain effective working relationships with employees, elected officials, contractors, and the public.

Minimum Qualifications

- High school diploma or GED required.
- Experience handling customer service, cash receipts, scheduling, and document preparation.

Physical Requirements

- Ability to sit for extended periods while performing computer work.
- Ability to communicate effectively in person, by telephone, and electronically.
- Ability to lift and carry office materials weighing up to 25 pounds.
- Ability to operate standard office equipment, including computers, scanners, printers, copiers, and multi-line telephone systems.

Work Environment

The work is performed primarily in a municipal office setting with frequent interaction with residents, contractors, elected officials, and Township employees.