

Administrative Assistant to the Borough Manager

The Borough of Edgeworth, Allegheny County, is seeking applications for the position of Administrative Assistant to the Borough Manager.

This position requires the successful candidate to multi-task and perform a wide range of administrative and general office duties and ensures timely and accurate completion of assignments to enhance the efficiency and effectiveness of the Borough Administration Office. The Administrative Assistant will be a self-starter who will serve as the first point of contact for residents and other entities, possess excellent organizational skills, and must have a genuine interest in local government operations.

Essential Job Functions:

- Interact and communicate verbally and in writing with residents, Borough officials and employees, and internal and external entities in a professional and effective manner
- Maintain and organize all office and payroll records and perform various human resources tasks, perform limited accounts receivable and payable duties
- Receive guests, answer and direct phone calls and assist with answering routine questions
- Ability to discretely handle personnel and business matters
- Manage the Borough communications including the website and newsletter

Qualifications and Requirements:

The successful applicant will have a Bachelor's degree in public administration or a related field, or have equivalent experience. Experience in municipal government or previous administrative experience is preferred. Proficient in Microsoft Word and Excel with knowledge of personal computer operating systems. Experience with GIS software, digital document retention systems and website management a plus

Compensation: Competitive compensation will be based on education, prior related work experience and skill level. The successful candidate will be entitled to an excellent benefits package as well.

Application Process: To receive full consideration, submit a letter of intent, resume and three work related references electronically to: john.schwend@edgeworthborough.org Applications will be accepted until the position is filled unless the Manager closes the application process sooner.

Edgeworth Borough provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or gender.