

South Coatesville Borough  
Job Description

Approved by  
Council 9/24/24

Position Title: Administrative Assistant  
 Reports To: Treasurer/Office Manager  
 Supervises: N/A  
 Union Affiliation: Non-Certified  
 Classification: Non-Exempt  
 Pay: Hourly

**I. DESCRIPTION**

The purpose of this job is to perform administrative, secretarial and general clerical functions for the Borough. This position involves the management of highly sensitive and confidential information that requires discrete handling.

The position shall also be responsible for performing accounting and administrative duties in the Borough office. The position maintains personnel files, organizes office operations and procedures, prepares and maintains payroll and leave time, reviews and approves supply requisitions, performs clerical functions and assists in the management of the Borough's finances and budgetary operations.

**II. GENERAL JOB RELATED REQUIREMENTS**

- Will be required to attend evening Council meetings and maintain full minutes.
- Regular and predictable attendance is required.
- Must work cooperatively with others.
- Must relate to Borough citizens and other Borough employees in a professional, courteous and respectful manner.
- Demonstrate strong understanding of PA Borough Code.

**III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Prepare and type documents such as letters, reports, charts, or other textual material using a variety of formats.
- Answer phone calls and respond to walk-in inquiries appropriately.
- Assist with the preparation of periodic reports and responses to inquiries from the public, other Borough offices and Council.

- Assist in the preparation of monthly financial reports.
- Assist in the preparation of monthly budget reports and annual budget.
- Communicate with Borough vendors.
- Prepare bi-monthly bills lists and the monthly treasurer's report summarizing revenues, expenditures, and account balances.
- Prepare purchase orders, process work orders, and invoices.
- Make and receive telephone calls and e-mails and refer residents to the responsible official(s).
- Perform clerical functions including general typing, filing, scanning and records maintenance.
- Sort and distribute mail.
- Maintain Borough website.
- Receive money due to the Borough, deposit promptly in a designated depository in the name of the Borough and keep distinct and accurate accounts.
- Recognize opportunities to promote operational efficiencies to meet and exceed the Borough's budgetary needs.
- Perform any other tasks or duties deemed necessary or appropriate.

**IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- The employee must be able to work at a fast pace, must be able to deal with the requests regarding all major and minor issues arising in the Borough in a pleasant manner.
- The employee must be able to deal with emergency situations in a calm and intelligent manner.
- The employee must be able to work in a timely manner with frequent interruptions. Extended work hours may be required during certain time periods.
- The person in this position constantly operates a computer and other office productivity machinery, including, but not limited to, the use of a copying machine, computer, printer, fax machine and calculator. The person in this position must be able to work, move or carry objects or materials and to manipulate office machinery.
- The person in this position is required to have the ability to handle a variety of items such as automated office equipment, secretarial supplies and computer supplies. Must have the

ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

- The person in this position frequently communicates with individuals in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.
- The person in this position may be exposed to inclement weather conditions when travelling to and from the office.
- The person in this position is required to have the ability to effectively communicate with Borough personnel, including, but not limited to, the Treasurer/Office Manager and the public.

**In terms of an 8 hour workday:**

**Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.**

Job requires the physical ability to:

- a) Stand: occasionally
- b) Sit: continuously
- c) Walk: occasionally

Job requires the physical ability to lift/carry:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: occasionally
- c) 21-50 lbs.: rarely
- d) 51-80 lbs.: rarely
- e) 81-100 lbs.: rarely

Job requires the physical ability to push/pull:

- a) Up to 9 lbs.: occasionally
- b) 10-20 lbs.: rarely
- c) 21-50 lbs.: rarely
- d) 51-80 lbs.: rarely
- e) 81-100 lbs.: rarely

Job requires the physical ability to use the following repetitive movements:

- a) Fingers: continuously
- b) Wrist: continuously
- c) Arm/Shoulder: continuously
- d) Leg: rarely
- e) Foot: rarely

Job requires the physical ability to function in activities involving:

- a) Bending: occasionally
- b) Stooping: occasionally

- c) Twisting: occasionally
- d) Reaching: occasionally
- e) Crouching: rarely
- f) Crawling: rarely
- g) Kneeling: rarely
- h) Climbing: rarely
- i) Handling: frequently
- j) Pinching: occasionally

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

All types of weather: rarely

#### **V. REQUIRED KNOWLEDGE, ABILITY AND SKILLS**

- Knowledge of Microsoft Excel and Word.
- Knowledge of QuickBooks and Basic Accounting.
- Knowledge of common office procedures and equipment.
- Excellent oral and written communication skills.
- Possess effective interpersonal skills with the ability to interface diplomatically with other employees, Borough officials, other governmental officials, public/residents, and professional contractors/vendors.
- Ability to collect, summarize, analyze and organize required information to fulfill duties.
- Administrative writing and reporting skills.
- Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to Borough and/or governmental regulations.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

#### **VI. GENERAL TRAITS AND ATTRIBUTES:**

- Cooperates in making the Borough building a desirable and pleasant environment for coworkers and the general public.
- Approaches assignments and staff in a constructive and positive manner.

- Is regular, prompt, and efficient in carrying out assignments.
- Demonstrates pride in job performance.
- Reports to work on time, and remains on site during his or her shift.
- Arrives to work clean and well groomed.
- Is resourceful, reliable honest.
- Is careful in the use of language.
- Is not absent from work except when approved vacation or in cases of personal illness, death in the immediate family, unless previous permission has been secured.

**VII. MINIMUM, EDUCATION, TRAINING AND/OR EXPERIENCE:**

- High school education, or its equivalent, is required; college degree preferred.

**VIII. REQUIRED LICENSES AND CERTIFICATES:**      None.

The Borough Council reserves the right to amend the Administrative Assistant's job description from time to time.

My signature below indicates that I have read the job description for the Administrative Assistant and that I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by: \_\_\_\_\_

Date: \_\_\_\_\_