BOROUGH OF SOUTH COATESVILLE
JOB POSTING: ADMINISTRATIVE ASSISTANT

Department: Administration
Reports To: Borough Manager
FLSA Status: Non-Exempt
Employment Type: Full-Time

Position Summary

The Administrative Assistant performs a wide range of responsible, confidential, and complex administrative and clerical duties in support of the Borough Manager and the daily operations of the Borough. This position serves as a primary point of contact for residents and the public and requires professionalism, discretion, and a strong commitment to public service.

Essential Duties & Responsibilities

(The following duties are representative of the position and are not intended to be all-inclusive.)

Administrative & Executive Support

- Perform a wide variety of highly responsible, sensitive, complex, and detailed administrative office support duties for the Borough Manager
- Prepare, proofread, and distribute correspondence, reports, meeting agendas, minutes, and official documents
- Maintain official Borough records, files, and databases in accordance with applicable laws and records retention requirements
- Ensure confidentiality and proper handling of sensitive information

Customer Service & Public Interaction

- Serve as the first point of contact for residents, visitors, and stakeholders; respond to and direct inquiries in person, by phone, and electronically
- Communicate clearly and concisely, both orally and in writing
- Build and maintain positive working relationships with co-workers, Borough Council, and the public using principles of effective customer service
- Foster an environment that embraces diversity, integrity, trust, and respect

Clerical & Operational Support

- Process permits, applications, licenses, and other municipal documents in accordance with Borough procedures

- Maintain and organize filing systems, both electronic and physical
- Coordinate preparation and posting of public notices, meeting materials, and related documentation

Coordination & Organizational Support

- Schedule and coordinate meetings, hearings, and events, including preparation of materials and logistics
- Coordinate with Borough departments and external agencies to ensure timely completion of administrative functions

Financial & Compliance Support

- Assist with day-to-day financial operations, including processing accounts payable and receivable, verifying and coding invoices, tracking expenditures, and maintaining accurate financial records.
- Support budget preparation and monitoring by compiling data and updating spreadsheets, perform routine reconciliations, and help prepare financial reports for internal use, audits, and public review.
- Coordinate and collaborate with a third-party bookkeeper to ensure accurate financial reporting and recordkeeping and utilize financial software such as QuickBooks and other systems to manage transactions and data.
- Assistance with procurement
- Responsible for maintaining payroll records, ensuring timely, accurate and compliant payroll execution, and verifying timesheets and attendance data.
- Attention to detail, confidentiality and knowledge of payroll systems and regulations are essential to ensure employees are paid correctly and on schedule.

Attendance & Professional Standards

- Maintain regular attendance and adhere to the prescribed work schedule
- Perform duties in accordance with Borough policies, procedures, and ethical standards

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Minimum Qualifications

- High school diploma or equivalent required; associate degree or coursework in business administration or a related field preferred
- Two (2) years of progressively responsible administrative or clerical experience; municipal or public sector experience preferred
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational, multitasking, and time management skills
- Excellent written and verbal communication skills

- Ability to handle confidential information with discretion
- Ability to interact professionally with elected officials, staff, and the public
- Proficiency with bookkeeping software

Working Conditions & Physical Requirements

- Work is primarily performed in an office environment
- Occasional evening meetings may be required
- Ability to sit, stand, and perform standard office tasks for extended periods

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Compensation & Benefits

Salary is commensurate with experience. The Borough offers a competitive benefits package, which may include health insurance, retirement plan, paid time off, and paid holidays, in accordance with Borough policy.

Equal Opportunity Employer

The Borough of South Coatesville is an Equal Opportunity Employer and is committed to a policy of non-discrimination in all employment practices.

How to Apply

Interested applicants should submit a resume and cover letter to Borough Manager Steven Plaugher at careers@south-coatesville.org. Position will remain open until it is filled.