



TOWNSHIP OF ABERDEEN
Office of The Township Manager
One Aberdeen Square
Aberdeen, NJ 07747
(P) 732-583-4200

Bryan A. Russell, RPPS, QPA
Township Manager

JOB POSTING

DATE: September 7, 2021

CLOSING: October 5, 2021

POSITION: Administrative Assistant to the Township Manager

TITLE – Administrative Assistant to the Township Manager

DEPARTMENT – Office of the Township Manager

DEFINITION – Assist the Township Manager by performing confidential and coordinating varied administrative support services. The successful candidate must be able to interact with the public in a patient, professional manner and will need to work independently as well as a team member, working in close collaboration with department heads, public information officer, other staff, volunteers, and government officials at various levels. The position requires a self-motivated, detail-oriented individual with strong organizational skills to prioritize and manage a diverse workload and complete tasks in a timely manner. Sensitive and effective written and verbal communication skills are key, as is the ability to exercise sound judgment in the analysis and resolution of matters in question. Adapting to the needs of the day and the capacity to implement office efficiencies and communication technologies as they emerge are essential and other duties are required.

REQUIREMENTS –

- Minimum 5 years of executive administrative experience in a government agency with responsibility for assisting in the direction and/or coordination of daily office operations, fiscal affairs, and other support services.
- Bachelor's Degree from an accredited college or university preferred.
- Experience and working knowledge of Excel, Word, Edmunds, Civil Service CAMPS and Outlook is required.
- Excellent organizational and people skills are a must.
- Must be available to work after normal business hours for Council Meetings and during emergency events such as rain and/or snowstorms.

An Equal Opportunity Employer

HOURS - Monday thru Friday from 8:30a.m. to 4:30 p.m. This is a 7-hour work day with 60 minutes for lunch.

JOB DUTIES –

- Various clerical duties including but not limited to filing, typing, answering phones, record keeping, running of reports, mail sorting and review
- Coordinator of COAH
- Liaison with Utility Companies
- Handle resident requests and complaints; work with department/division heads to resolve any issues
- Entering and follow up of all monthly and quarterly requisitions
- Work with accounts payable on the establishment of new vendors in Edmunds program
- Handle all MVC Abstract reviews and Fleet Management Administration
- Maintain office supply inventory and order when needed
- Obtain quotes from vendors and place orders
- Completion of Certification of Funds
- Coordinate safety trainings with insurance representative and register employees for various seminars and conferences
- Assist the Manager with budget – spreadsheets and expenditure tracking
- Receive and review road opening permits for Manager
- Plan, schedule, and/or attend meetings
- Verify completeness of information in any of the following: applications, reports, files, claims, proposals, forms, etc.
- Perform research for various projects and products needed for the Township
- Review, and/or prepare routine correspondence to residents
- Assist in the yearly calendar process
- Oversee office equipment such as copiers and printers, schedule service and maintenance as needed

SALARY - \$35,000-\$82,500 Depending on Qualifications

The Township reserves the right to hire prior to close of this announcement.