

BOROUGH OF BELLEFONTE POSITION DESCRIPTION

POSITION TITLE:	Administrative Assistant to the Borough Manager
DEPARTMENT:	General Government
REPORTS TO:	Assistant Borough Manager
FLSA STATUS:	Non-Exempt

POSITION SUMMARY:

To provide a wide variety of highly responsible and complex administrative duties; serves as an administrative secretary to the Borough Manager; manages, organizes and processes all official records of the Borough; coordinates public meetings of staff, the Borough Council, and Boards and Commissions; administers borough general liability insurance and workers compensation claims; reconciles daily deposits; performs related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Prepares and manages agendas as directed by the Borough Manager for the Council and other various Borough Authorities, Boards, and Commissions.
2. Compiles supporting documents for agendas, posts meeting notices, including to the Borough's website.
3. Prepares/reviews meeting minutes for approval by Borough Council and other Authorities, Boards and Commissions of the Borough.
4. Publishes all required legal notices in the newspaper within the appropriate time requirements dictated by state law.
5. Responds to requests for information and assistance from Council, staff and citizens.
6. Maintains records, filing, drafts and correspondence for Mayor, Borough Manager and other Borough officials.
7. Maintains official records of the borough including ordinances, resolutions, minutes of the Borough Council, contracts, agreements, etc.
8. Administers Borough's general liability and workers compensation insurance claims, processing, renewals, etc.
9. Works as a conduit between various insurance providers and staff with information as it relates to health insurance/vision insurance/STD/Life Insurance/Police LTD.
10. Assists with customer service and fellow staff projects as needed.
11. Provides assistance and backup support to other office administrative staff.
12. Performs other duties as directed.

QUALIFICATIONS FOR THE POSITION:

Associate Degree from a business school, college or university in a related field; or an equivalent combination of education and experience. A background in personnel and contract management is desirable.

1. Knowledge of Local Government services, codes and ordinances.

2. Excellent knowledge of grammatical rules and standards;
3. Knowledge of basic accounting principles; knowledge of computer systems including Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint, Access);
4. knowledge of document retention and records management; knowledge of secretarial and administrative practices.

Skills

Excellent oral and written communications skills including accurately recording information in precise, written form; highly skilled in computer operations using all Microsoft Office applications; good mathematical and accounting skills; skill in operating office equipment including copiers, scanners and fax machines; excellent organizational, document management and record keeping skills.

Minimum Abilities

Ability to effectively communicate orally and in writing; ability to work well with others; ability to identify what information is needed by others for effective action; ability to deal in a fair and courteous manner with a variety of individuals; ability to demonstrate consideration of others regardless of ethnicity, gender, beliefs, or personal style; able to effectively record, document and process complex information in a timely manner; ability to fulfill requests or otherwise provide services, accurate information, or assistance in a courteous and timely manner; ability to present a positive image of the borough; ability to safeguard sensitive or confidential information from intentional or unintentional disclosure; ability to maintain an accurate and legible record of official borough business; ability to set goals and accomplish same.