



Executive Assistant – Public Works (Full-Time)

Upper Merion Township, located in King of Prussia, PA, is looking for an experienced, organized, forward-thinking, tech savvy **Executive Assistant**. The **Executive Assistant** will provide administrative and operational support to the Director of Public Works. This position will coordinate and manage executive scheduling, prepare and organize contractual and legal documents, perform the department's administrative responsibilities, and routinely execute a wide variety of support duties as assigned from time to time.

The **Executive Assistant's** responsibilities include, but are not limited to:

- Serve as a liaison between the Director, PW staff, and the public; this includes receiving and screening the Director's calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Determine the priority of matters of attention for the Director; redirect matters to staff to handle, or handle matters personally, as appropriate. Keep the Director advised of time-sensitive and priority issues, and ensure appropriate follow-up.
- Maintain the Director's calendar, including scheduling meetings, appointments, and travel arrangements. Exercise discretion in committing time and evaluating needs.
- Coordinate work with other Township staff as needed; play a key role in coordinating staff efforts both within and outside the department.
- Schedule departmental meetings; assist in preparing and distributing meeting agendas and materials; attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Transcribe, compose, or prepare correspondence, documents, official letters, presentations, etc. and distribute as appropriate to internal personnel and external organizations.
- Maintain paper and electronic filing systems, including the archiving/retaining official documents and the proper disposal of municipal records.
- Maintain confidential and sensitive information.
- Complete various special projects, including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Prepare purchase requisitions, order departmental supplies, process invoices, assist with budget preparation, and manage the payroll/timekeeping records of the department.
- Prepare bid advertisements, solicitation documents, and contract documents for projects and bids administered by the Township; collect, organize, and maintain files for said projects.
- Handle petty cash records and disbursements.
- Ensure the Public Works information on the Township website is accurate and up to date; provide information to the PIO for social media, Township publications, and website updates.
- Perform other additional and/or alternative duties as assigned from time to time, including supporting other Township departments as needed.

Physical Characteristics:

- Able to work at a desk for extended periods of time.
- Able to have repetitive wrist/hand/finger movement to work on a computer and/or to operate office equipment.
- Able to grasp, push, reach, or stoop/kneel/crouch.
- Able to lift up to 35 pounds.

Minimum Education, Training, and Experience Required:

- High school diploma; bachelor's degree preferred
- Three to five years' prior experience in supporting a senior executive
- Excellent computer skills, including proficiency in Microsoft Office

Essential Job Functions:

- Able to interact seamlessly and with a professional demeanor across a broad range of individuals, including the Board of Supervisors, Authority Members, appointed officials, Township employees, and the citizens of Upper Merion Township.
- Able to handle highly sensitive and confidential financial, institutional, legal, and personnel information while exercising professionalism and discretion.
- Be an energetic, proactive team player capable of cultivating productive working relationships across the Township.
- Possess a detail-oriented mindset with excellent organization and time management skills.
- Knowledgeable of general office practices and procedures, business English, and arithmetic.
- Able to express ideas clearly, both verbal and written, and understand and follow verbal and written instructions; possess exceptional writing, editing, and proofreading skills.

Able to exercise sound judgment, courtesy, and tact when receiving calls and visitors or settling problems

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting: <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **completed job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until the position is filled.

Equal Opportunity Employer