

# DRAFT

**CUMBERLAND TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA  
(TOWNSHIP)  
CUMBERLAND TOWNSHIP AUTHORITY (CTA - AUTHORITY)  
1370 FAIRFIELD ROAD  
GETTYSBURG, PA 17325**

**JOB DESCRIPTION FOR  
*ADMINISTRATIVE ASSISTANT***

**General Definition:**

This is an hourly position, 40 hours per week, Monday thru Thursday (four week-days) with paid vacation, holidays, and sick leave with excellent health care benefits. Work involves assisting with daily office administrative operations of Cumberland Township and the Cumberland Township (Sewer) Authority taking responsibility for Office functions along with training and serving as a back-up employee for the Township's Secretary-Treasurer, Planning Secretary / Receptionist, and the Administrative Secretary for the Authority.

Work is performed independently within established policies and procedures and is supervised by the appropriate staff member who is being assisted as listed above.

Completed work is reviewed by the Township Manager for effectiveness in carrying out the Township and the Authority's business.

**CUMBERLAND TOWNSHIP: Example of assisting / back-up duties:**

- Citizens' assistance (primary receptionist): walk-ins, phone calls, e-mails.
- Accounts payable / receivable; computer processing; check printing, mailing, filing.
- Payroll (by-weekly) for all departments.
- Sort mail and disperse to departments separating checks for Township and CTA.
- Processing of sewer billing payments.
- Attendance at Planning Commission meetings; minutes preparation; Web-site information entry.
- Amusement Application logistics.
- Author letters for extension requests, bonds, working with banks and lending institutions, plan approvals and conditional use approvals (within 15 days of decisions).
- Health insurance administration.
- Pleasantly answering and responding to telephone calls, inquiries, and follow-up as needed. (Learn and coordinate telephone system).
- Assist with preparing for various meetings; copying; filing (filing re-organization).
- Author an individual Personnel Manual for this position.
- Assisting with U.S. Census information and documentation.
- Assist in letter preparation, mailing, filing.
- Ordering office supplies.

**CUMBERLAND TOWNSHIP AUTHORITY: Examples of assisting / back-up duties:**

- Back up...Prepares and administers the quarterly sewer utility billing and associated responsibilities.
- Assists citizens with sewer utility billing questions and logistics.
- Attends and participates in weekly Department Head Meetings and Authority Meetings, with the right to take part in the discussions.
- Back-up...Prepares the agenda for all Authority meetings, records minutes, provides procedure advice, keeps master copy of all minutes for official file, and maintains an efficient filing system for minutes, plans, agreements, correspondence, and other related information.
- Participates in staff communications programs in order to ensure ongoing, positive communications throughout the Authority.
- Participates in conferences, training sessions, and meetings relating to areas of assigned responsibility.
- Back up...Assists in managing all Accounts Payable and Accounts Receivable and prepares reports as necessary or requested.
- Back up...Assists in preparing payroll and associated duties.
- Assists with special projects as they may arise.

**Required Knowledge and Skills:**

- Ability to learn and apply a variety of laws, ordinances, rules, requirements and procedures.
- Knowledge and proficiency of computer applications such as Microsoft WORD, Excel, QuickBooks and other related software applications.
- Knowledge of office methods and procedures.
- Ability to understand and carry out written and oral instructions.
- Ability to perform complex mathematical computations necessary to keep fiscal records.
- Strong organizational skills.
- Thorough knowledge of municipal administration involving the work of skilled, semi-skilled, unskilled and clerical work performing a variety of functions under diverse operating conditions.
- Knowledge of safe work precautions and procedures.
- Ability to maintain detailed records.
- Ability to express ideas and schedule work effectively, both orally and in writing.
- COMMUNICATIONS! Ability to exercise good judgment, courtesy and tact in answering questions for the public and in making proper disposition of their issues and/or complaints. SMILE!
- Establish and maintain effective working relations with elected and appointed officials, contractors, associates, staff, government officials, attorneys and the general public.
- Ability to maintain confidentiality with respect to all business.

**Minimum Experience and Training:**

- High School Diploma and;

- College degree; or specialized certification in financial accounting.
- Minimum two years of office applications, Quickbooks, computer financial systems, and experience.
- No record of felony or misdemeanor conviction, no record of a DUI conviction and a willingness to submit to a criminal background investigation and a physical examination is required.
- NON-TOBACCO user applicants will have priority in hiring.

**This job description includes, but is not limited to, the position’s essential functions. Management retains the discretion to modify or add other related duties to the position.**

CUMBERLAND TOWNSHIP AND THE AUTHORITY ARE EQUAL OPPORTUNITY EMPLOYERS (EOE). QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, OR VETERAN STATUS. IF YOU NEED ASSISTANCE OR AN ACCOMMODATION DURING THE APPLICATIONS PROCESS BECAUSE OF A DISABILITY, IT IS AVAILABLE UPON REQUEST. THE AUTHORITY IS PLEASED TO PROVIDE SUCH ASSISTANCE, AND NO APPLICANT WILL BE PENALIZED AS A RESULT OF SUCH A REQUEST.

By my signature I acknowledge that I have read and understand the JOB DESCRIPTION and responsibilities of this position and further understand that this is an at-will employment position.

\_\_\_\_\_  
Employee Candidate:

\_\_\_\_\_  
Witness:

Date: \_\_\_\_/\_\_\_\_/2018