

WRIGHTSTOWN TOWNSHIP

Administrative Assistant (Full-Time) - General Administration

Department: Administration

Hours: Monday through Friday, 8:00 AM to 4:00 PM; occasional evening meetings required

FLSA Status: Non-Exempt

Last Revised: September 2026

Township Manager and Public Works Support

Job Summary

The Administrative Assistant - General Administration provides full-time administrative support to the Township Manager and the Public Works Department. This position serves as the primary front-office presence, ensuring consistent coverage during all business hours. The role is essential to operational continuity, resident service, and office safety. The employee reports directly to the Township Manager.

Duties and Responsibilities

Front Office and Resident Services

- ☐ Serves as the primary point of contact for all residents, contractors, engineers, and visitors arriving at or contacting the Township office.
- ☐ Answers and routes all incoming telephone calls professionally; responds to general inquiries or directs callers to appropriate staff.
- ☐ Receives, sorts, and distributes all incoming mail; processes outgoing mail and deliveries.

Board of Supervisors and Meeting Support

- ☐ Assembles Board meeting agenda packets including all supporting documentation; distributes to Board members, staff, and the public in advance of meetings.
- ☐ Records and transcribes official minutes of Board of Supervisors meetings.
- ☐ Maintains the official Minute Book, Ordinance Book, and Resolution Book; prepares copies and scans new resolutions and ordinances to the shared drive.
- ☐ Sets up and breaks down the meeting room; posts meeting agendas on the outdoor board, Township website, and eCode as required.

Township Manager Support

- ☐ Drafts and types correspondence, memos, reports, and other outgoing communications for the Township Manager.
- ☐ Manages the Township calendar; assists with scheduling and coordination as directed.
- ☐ Assists with Right-to-Know (RTK) requests as directed by the Township Manager.
- ☐ Tracks and files Ethics Statements for Board members and applicable Township officials.
- ☐ Orders and maintains office supplies; sets up new-year filing systems; coordinates storage and archiving of prior-year records.

Website and Communications

- ☐ Manages Township website content updates including meeting agendas, approved minutes, calendar, forms, board and committee listings, and general announcements.
- ☐ Manages Constant Contact and Savvy Citizen resident notification systems; creates and sends resident alerts and communications as directed.

Records and Deed Processing

- ☐ Processes newly received and recorded deeds; identifies properties requiring updated deed information and corresponds with property owners.
- ☐ Scans and organizes backlogged and new files using standard office and large-format scanning equipment.

Public Works Administrative Support

- ☐ Provides defined administrative support to the Road Master/Foreman: work order logging, purchase order processing, maintenance scheduling coordination, and timesheet review.
- ☐ Assists with vendor correspondence, materials procurement coordination, and project file maintenance for the Public Works Department.

Septic and Special Programs

- ☐ Provides backup support for the Township's on-lot sewage disposal (septic) notification program, including sending pump-out reminder letters and maintaining compliance records.
- ☐ Assists Park and Recreation Committee with community events and programs as directed.
- ☐ Performs related duties assigned by the Township Manager.

Qualification Requirements

- ☐ High school diploma or equivalent required; associate's or bachelor's degree in public administration, business, or a related field preferred.
- ☐ Minimum two (2) years of experience in an administrative, office management, or government support role; municipal government experience strongly preferred.
- ☐ Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) required.
- ☐ Experience with website content management and resident notification platforms a plus.
- ☐ Excellent verbal and written communication skills; ability to interact professionally and tactfully with residents, officials, and the public.
- ☐ Strong organizational skills and attention to detail; ability to manage multiple priorities and deadlines.
- ☐ Ability to maintain confidentiality and exercise sound judgment.
- ☐ Valid PA Driver's License required.

Benefits

This position is eligible for the Township's full employee benefits package including medical, dental, and vision insurance; defined-benefit pension; 457(b) retirement plan with Township match; life insurance; short-term disability; paid vacation, personal, sick, and holiday leave. See the Township's current Employee Benefits summary for details.