



TOWNSHIP OF PLAINSBORO
NOTICE OF VACANCY

DATE OF POSTING: FEBRUARY 14, 2020

TITLE: ADMINISTRATIVE ASSISTANT II Full-Time, M-F 8:30 am - 4:30 pm

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS (DPW)

UNION: CWA **SALARY RANGE:** \$41,062 - \$64,312 **POSITION AVAILABLE:** JUNE 2020

DUTIES DESCRIPTION:

The Administrative Assistant performs a variety of administrative functions and provides advanced support for the department. The Administrative Assistant is the sole support staff for the department and is responsible for office information systems, grant assistance, departmental recordkeeping, financial records, correspondence, and assisting with annual budget preparation. Position has frequent interaction with the public and requires excellent communication skills as well as ability to work with limited supervision.

Duties include but are not limited to:

- Prepare Plainsboro's Annual Tonnage Grant
- Organize and maintain departmental records, files and information systems.
- Responsible for purchase orders and requisitions, maintaining records and interacting with other Township offices as needed.
- Respond to questions or complaints from the public either in person, via telephone or email, providing information and directing inquiries to the appropriate resource.
- Compile information for budget preparation, reports and grant programs.
- Compose and/or prepare correspondence, schedule meetings, open/distribute mail and other office related duties.
- Responsible for maintaining the department's web page on the Township's website.

REQUIREMENTS:

- H.S. Diploma or GED
- Minimum one to three (1-3) years of administrative experience in office procedures and customer service or equivalent combination of education and experience.
- Experience collecting and inputting data for the NJDEP Tonnage Grant or ability to learn.
- Excellent computer skills and ability to handle multiple priorities required.
- Website experience or ability to learn.
- Must have ability to communicate effectively with coworkers, local and state officials and the public.

TO APPLY: Submit **Letter of Interest, Resume and Township Application** to
humanresources@plainsboronj.com

PLAINSBORO TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER