

COVENTRY TOWNSHIP – ROAD/MAINT. DEPARTMENT

Part-Time Administrative Assistant

Duties and Responsibilities:

- Work independently under direction of the Road Superintendent.
- Assist with scheduling of work and day to day operations.
- Attend meetings and take notes at direction of Road Superintendent.
- Maintain verbal and written correspondence with the public.
- Schedule and coordinate meetings, meeting sites, and appointments for staff as needed.
- Establish and maintain electronic and paper filing system in all areas to include work orders, personnel, training, public correspondence, etc.
- Keep office clean and orderly.
- Order and maintain supplies and inventory.
- Flag traffic as needed at work locations.
- Be available to screen calls and communicate issues to road department personnel during harsh weather events outside of ordinary work hours.
- Perform other duties as directed.
- Serve the residents of Coventry Township and represent the Township in a positive and professional manner at all times.

Knowledge Skills and Abilities:

- Typing skills of 50 words per minute.
- Computer proficiency with Microsoft Word, Excel, and Outlook.
- Occasionally move and lift up to 25 pounds.
- Ability to sit and stand for extended periods of time.

Qualifications:

- High school diploma or G.E.D.
- Minimum 3 years' experience in similar function.
- Successfully complete background check, physical and drug screen.