

Administrative Assistant Engineering

Job Status

Closed - no longer accepting applications

Job Closing Date

Thu, 05/16/2024 - 11:00 AM

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ADMINISTRATIVE ASSISTANT FOR ENGINEERING

The Township of Montgomery is seeking a full-time Administrative Assistant to work in the Engineering office 40 hours per week. This position will assist the Township Engineering Department and GIS Department by performing and coordinating responsible administrative support services and related work as required.

Starting salary for this position is \$28.48 per hour as per Union contract.

Responsibilities include, but are not limited to:

- Act as principal assistant on administrative matters
- Act as liaison with other department units and committees, including but not limited to the Shade Tree Committee
- Familiar with engineering records; able to catalog, organize, file, scan, maintain, and manage correspondence, bonds, contractor or vendor payments, inspection escrow accounts, financial records, reports, spreadsheets, plans, and other documentation, both paper and electronic
- Accept phone calls or interact with the public, vendors, consultants, and others to ascertain nature of business; respond to or direct questions, concerns, and/or complaints to the appropriate personnel or outside agency

- Plan, schedule and/or attend meetings, maintain calendar and schedule appointments for staff, schedule seminars
- Disseminate incoming / outgoing mail and email
- Accept permit applications, water meter orders, and provides information to applicants throughout each process
- Collect fees, bonds, and sureties for permit applications and document requests
- Assist Township Engineer with budgeting and grant applications; maintain records of financial ordinances
- Prepare and process requisitions, billing, and purchase orders for Engineering purchases; process payment requests, review bill lists, and follow up to ensure payments are issued; obtain quotes
- Prepare and maintain daily financial payment records and monthly summary in coordination with Finance Department
- Maintains and orders office supplies
- Review and/or prepares spreadsheets and general correspondence, including but not limited to project notices, Engineering and Public Works paving notices, MS4 storm water report distribution notices
- Prepare and upload content for website updates, as necessary
- Handle project bid advertisements, addenda, plan holder list, bid summaries and other forms; distribute bid documents for various Township projects
- Logs well meter readings for sewer billing and assists with sewer bill appeals; logs monthly sewer connection lists from Code and distributes to staff / consultants
- Receives and logs sidewalk complaints / concerns

- Finalize paperwork for professional service contracts and contract awards
- Collects annual public well reporting data from Public Works, completes forms, and submits to NJDEP
- Handle Open Public Records requests
- Assists with onboarding staff and interns, performing reference checks, and associated tasks
- Keep informed of new and revised personnel policies and directives
- Performs other miscellaneous administrative tasks as assigned

Required Key Technical Skills & Knowledge:

- 5 years of secretarial and/or administrative assistant experience
- Proficiency in Microsoft Office suite and Microsoft Windows
- Knowledge of office management practices, procedures, equipment, organization, and techniques
- Ability to analyze, edit, review, and interpret technical information
- Excellent interpersonal skills including the ability to maintain effective working relationships with superiors, coworkers, officials, vendors, and contractors, as well as manage public relations with tact and courtesy
- Ability to work with and maintain confidential information
- Math and basic bookkeeping knowledge; accuracy managing funds
- Able to prioritize work, manage multiple tasks and perform independently

- Ability to learn and effectively use department hardware/software including but not limited to the Mitel phone system, scanners/printers, MSI Requisition System, GovPilot, DocSync, Land Use Manager, and online GIS maps

Desired Experience, Technical Skills, and Knowledge:

- Municipal engineering experience
- Knowledge of Township Code

Required Education, Certification, License:

- Associate degree in a related field;
- High school diploma with related experience may be considered

Desired Education, Certification, License:

- Microsoft Office Certification

Competencies:

Adaptability – effectively deal with changing work environments; withstand or recover quickly from challenging conditions; multitask comfortably

Teamwork – Interacts with people effectively; co-operates within the group and across groups

Planning and Organizing – Plans and organizes tasks and work responsibilities to achieve objectives; allocates and uses resources properly

Initiative – Generates ideas for improvement; takes advantage of opportunities and suggests innovations

Communication – Expresses ideas effectively; organizes and delivers information appropriately; listens actively

Integrity – Maintains confidentiality; meets own commitments; adheres to organizational policies and procedures

Works Standards – Sets and maintains high performance standards; attention to detail; ensures work output

Physical Requirements:

- Ability to perform job duties/responsibilities
- Ability to read, write, understand, and communicate in English
- Ability to sit for long periods of time

Additional Requirements:

- Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted.
- Must have a valid NJ Driver's License.

If you would like to be considered, please submit your letter of interest and resume to Letizia Troisi, Personnel Coordinator, at ltroisi [at] montgomerynj.gov () or in person to the Township Administration office, 100 Community Drive, Skillman, NJ 08558. EOE

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