

BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

Part-Time Administrative Assistant

This is a great **part-time** opportunity to work in an organization that supports our community and values our employees! We're looking for a friendly, dependable individual to perform administrative tasks to support the Borough of Carlisle Public Works Department.

Flexible Schedule!

POSITION	Administrative Assistant
DEPARTMENT	Public Works/Field Operations
REPORTS TO	Water Resources and Field Operations Manager
FLSA STATUS	Non-Exempt, Part-Time
PAY RATE	\$17.61-\$20.84/hour dependent on experience

Ready to apply?

Applications are on our website: www.carlislepa.org

For questions or to submit your application:

Contact: Kimberly Achey, Human Resources Coordinator

Email: kachey@carlislepa.org

Call: 717-240-6920

BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

Part-Time Administrative Assistant

POSITION SUMMARY: The main objective of this role is to support daily operations for the Water Resources department in the Field Operations Garage. Work is performed in accordance with general instruction received from the Water Resources Operations Manager.

The Administrative Assistant provides exceptional customer service and is expected to uphold the public interest and advance the vision set forth by the Borough and community.

ESSENTIAL DUTIES & RESPONSIBILITIES: The essential functions may include the customary duties and responsibilities noted herein, however, the information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

1. Presents a professional, welcoming environment; handles phone calls, deliveries, and visitors to the Field Operations garage; responds to questions from residents; directs phone calls to appropriate staff.
2. Performs data entry into Excel spreadsheets and other information systems for a variety of tasks and projects such as work orders, fuel, and leak detection; generates reports and sends to appropriate staff or agencies.
3. Processes a variety of paperwork such as permit renewal and coding of invoices for payment.
4. Assists with tracking budget expenditures, data entry, and projections.
5. Tracks training and accredited hours for staff certifications and processes related paperwork.
6. Tracks staff performance goals and training; may assist with coordinating training.
7. Processes daily mail, faxes, and filing and performs other duties or assists other departments as assigned.

MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA: An equivalent combination of credentials and experience to sufficiently perform the duties of the position may be considered:

- Must be at least 18 years of age.
- High school diploma or equivalent.
- Minimum 1 year of related experience.
- Intermediate knowledge of Microsoft Excel and Word.

KNOWLEDGE/SKILLS/QUALITIES: The ideal candidate should possess the following:

- Ability to follow oral and written instructions accurately and carefully.
- Presents a positive image and attitude on a daily basis.
- Desire and ability to learn new skills.

- Ability to establish and maintain effective working relationships with residents, contractors, and fellow employees.
- Ability to set priorities and demonstrate flexibility in handling assignments.
- Excellent customer service, interpersonal, written and verbal communication skills.
- Knowledge of general office practices, procedures, and equipment.
- Desire to assist others and create a positive work environment.
- Proficient in Microsoft Office and Adobe products, email, and network file structures.
- Ability to think critically to solve problems and address inquiries.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described below are representative of those required for the position.

- Work is performed indoors and outdoors, in all types of weather conditions.
- Walking, standing; stooping, kneeling, crouching, bending, reaching, pushing, pulling, and lifting up to 20 pounds.
- Use hands to handle, grasp, type and write.
- Ability to communicate verbally, read, write, see and hear to perform the essential functions of the job.
- Must be able to use body to work, move, and carry objects or materials.