



Position: Administrative Assistant, Office of Administration

Philosophy: All employees will bring with them, or will acquire through training, certain skills and abilities that will aid them in the performance of their duties. The Borough of New Providence encourages each employee to utilize his/her skills and abilities to help control the cost of services to the taxpayer and provide fair and equitable service to the community in a professional and ethical manner.

Function: This Full-Time position, serves under the direction of the Borough Clerk and Borough Administrator, performs various administrative support functions as outlined herein.

Areas of Responsibility:

- Provides administrative office support including preparation of resolutions, proclamations, and meeting agenda.
- Provides customer service for various transactions, such as parking permits, dog/cat licenses, collection of tax payments and other payments.
- Operates finance software programs for processing payments.
- Responsible for general administrative support, e.g. answering telephones, providing information to walk-ins, processing mail, responding to email requests from the Borough website, etc.
- Responsible for processing OPRA requests, facility usage requests, insurance claims and purchase orders for the Borough.
- Acts as a back-up processing payroll.
- May be assigned to assist various departments within the Borough Government.
- Other duties as assigned or directed.

Qualifications:

- Friendly personality with customer service orientation.
- Proficient with computer programs, especially the Microsoft Suite.
- Minimum – High School Diploma: College or Business School or significant life experience preferred.
- Must be willing to attend training classes to achieve certification as Tax Collector and Municipal Clerk.

Knowledge, Skills and Abilities:

- Reads, writes, speaks and understands the English language sufficiently to perform the duties of the position.
- Knowledge of modern office methods, practices and equipment technology.
- Knowledge of computers and the ability to input and retrieve data, utilize word-processing and spreadsheet and other business software programs. Competence with Microsoft Word®, Excel®, and Outlook® is critical. Performs file and system maintenance.
- Prepares concise and accurate reports and general correspondence.
- Able to prioritize tasks in order of importance.
- Able to work independently on various projects.
- Organizes and maintains records and files, and prepares reports from such records.
- Establishes and maintains efficient office routines. Follows rules and regulations and policy and procedure to ensure consistent workflow.
- Establishes and maintains effective working relationships with other employees, local organizations, and the general public.
- Able to research needed material.
- Maintains confidentiality.

Work Schedule:

- Permanent Full-Time Position
- 35 Hours per week
- Monday-Friday 8:30am-4:30pm

To Apply:

Applications are available through the Borough of New Providence website at:
<https://www.newprov.us/250/Employment>

Applications should be returned to:

Borough of New Providence
Personnel Department
Att: Emily Mannion
360 Elkwood Avenue
New Providence, NJ 07974

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