

Executive Assistant

Position Summary:

Elizabeth Township is seeking a highly organized and professional Executive Assistant to provide administrative and operational support to the Township Manager and Assistant Township Manager. This position plays a key role in ensuring efficient day-to-day operations, coordination of communications, and support of Township functions while maintaining a high level of professionalism and confidentiality.

Key Responsibilities:

- Provide direct administrative support to the Township Manager and Assistant Township Manager
- Manage calendars, schedule meetings, and coordinate appointments
- Prepare meeting agendas, packets, minutes, and official correspondence
- Assist with preparation of reports, presentations, and Board meeting materials
- Serve as a liaison between administration, staff, elected officials, and the public
- Coordinate public meeting notices and ensure compliance with Sunshine Act requirements
- Maintain organized filing systems (electronic and physical)
- Handle confidential and sensitive information with discretion
- Oversee accounts receivable and accounts payable
- Oversee township administrative projects and initiatives as assigned
- Oversee planning and zoning administration
- Directs/delegates Township community and recreational events
- Assist with special projects, grants, and administrative initiatives
- Answer phones, respond to inquiries, and provide customer service to residents
- Support general office operations and assist other departments as needed

Qualifications:

- High school diploma or GED required; Associate's or Bachelor's degree preferred
- Experience in accounting and finance preferred
- Minimum of 3–5 years of administrative experience, preferably in a municipal or government setting
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to multitask and prioritize in a fast-paced environment
- Experience with public meetings, agendas, and minutes preferred
- Experience with accounts receivable and accounts payable
- Ability to maintain confidentiality and professionalism at all times

Additional Requirements:

- Ability to attend evening meetings as required
- Knowledge of municipal operations, Pennsylvania Sunshine Act, and Right-to-Know Law is a plus