



Position: Administrative Assistant, Community Activities Department

Philosophy: All employees will bring with them, or will acquire through continuing education and training, certain skills and abilities that will aid them in the performance of their duties. This agency 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 part-time 25 hour per week position, under the direction of the Community Activities Director, performs various administrative support functions as outlined herein. Perform other duties as required, necessary or directed.

Areas of Responsibility:

- Responsible for general administrative support, including the handling of normal business office communications such as phone calls, emails, and correspondence;
- Coordinating and arranging for the acquisition of normal office supplies, goods and services, in accordance with approved purchasing procedures.
- Supporting office staff in executing assigned tasks, during the absence of other office staff due to illness, vacation or other leave.
- Provides assistance to the Finance Office Manager relating to purchasing, including but not limited to:
 - Initiating, printing, distributing and processing purchase orders.
 - Processing petty cash requests
 - Preparing the bill list.
- May be assigned to assist various departments within Borough Government.
- Other duties as assigned or directed.

Qualifications:

- Good verbal & written communication skills.
- Proficient with Microsoft Office software.
- Possess the language and technical capability to communicate in-person and via phone, email, website, social media, etc.
- Ability to work well in a team-based environment.
- Minimum – High School Diploma: College, Business School or significant prior life experience preferred.

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.
- 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.

Additional Requirements:

- Able to pass a Background check.

Work Schedule:

- Permanent Part-Time Position
- 25 Hours per week
- Monday-Friday 9:30am-2:30pm

To Apply:

Applications are available through the Borough of New Providence website at:
<https://www.newprov.org/employment/>.

Applications should be returned to:

Borough of New Providence
Personnel Department
Att: Betty Ann Stinchcomb
360 Elkwood Avenue
New Providence, NJ 07974

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