

PLUMSTEAD TOWNSHIP, BUCKS COUNTY

Public Works Administrative Assistant

Full-Time | 40 Hours per Week

Plumstead Township, Bucks County, Pennsylvania, is seeking qualified applicants for the position of **Public Works Administrative Assistant**. This is a **full-time position with benefits**, providing administrative and clerical support to the Township's Public Works Department.

Position Summary

Under the general supervision of the Director of Public Works, the Public Works Administrative Assistant performs a wide range of administrative, recordkeeping, customer service, and coordination duties essential to the efficient operation of the Public Works Department. In the absence of the Director, the position reports to the Public Works Crew Foreman.

Essential Duties and Responsibilities

- Serve as the primary administrative contact for the Public Works Department, including answering phones, responding to inquiries, and handling correspondence
 - Receive, document, track, and follow up on citizen concerns related to Public Works
 - Prepare and issue road opening permits and coordinate required PennDOT correspondence
 - Maintain records for Liquid Fuels, grants, roads, equipment, vehicles, fuel usage, and departmental expenses
 - Assist with bid preparation and administration, including advertising, receipt of bids, documentation, and correspondence
 - Process purchase orders, invoices, and maintain accurate financial and supply records
 - Maintain time, attendance, CDL compliance, PA One Call notifications, and Adopt-A-Road program records
 - Organize and maintain accurate filing systems and databases
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Minimum Qualifications

- High school diploma or equivalent
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail

Preferred Qualifications

- Prior municipal or township experience
- Knowledge of clerical and administrative procedures
- Ability to prioritize tasks, meet deadlines, and work independently within established guidelines
- Strong customer service skills and ability to work effectively with Township staff, contractors, and the public

Work Schedule, Salary, and Benefits

- **Full-time position**, 40 hours per week
- **Salary range:** \$55,000 – \$60,250, commensurate with experience
- Comprehensive benefits package including health insurance, retirement, paid time off, and holidays

Physical Demands and Work Environment

- Office environment with routine use of computers, phones, and standard office equipment
- Ability to sit, stand, walk, and perform light lifting up to 20 pounds
- Occasional driving may be required

Equal Employment Opportunity

Plumstead Township is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

Application Process

Interested applicants should submit a completed employment application and resume to:
Alan Bleam, Public Works Director,
ableam@plumstead.gov

Applications will be accepted **until the position is filled.**