



1155 Red Fox Road | East Stroudsburg | Pennsylvania 18301
Ph: 570-223-5082 | Fax: 570-223-5086
www.smithfieldtownship.com

TITLE: Administrative Coordinator

HOURS: 40 hours/week

DEFINITION: The Administrative Coordinator is the public's first point of contact with Smithfield Township. This position encompasses all aspects of interaction with the Township, which includes management of forms/documents (including but not limited to zoning, public facilities, minutes, and SALDO), social/digital media management, and reception. The employee manages zoning paperwork and manages Township databases. The employee assists other positions with tasks as needed and reports directly to the Township Manager.

TYPICAL DUTIES:

- Assist Zoning Officer with all zoning administration
- Assist Township Manager with daily administrative tasks
- Manage administrative component of septic permit application
- Maintain and manage the township website and social media presence
- Craft message plan for social media and newsletter
- Plans and helps coordinate Township events in conjunction with other staff
- Design graphics for website, social media, and other needs
- Process public facilities rental & use requests
- Respond to and generate press inquiries in consultation with Township Manager
- Maintains and takes minutes for Township boards and commissions
- Coordinate initiatives with other staff, outside agencies, and affiliated organizations
- Serve as reception, primary contact for walk-ins and phone calls

REQUIRED SKILLS:

- Microsoft Office/Google Suite
- Illustrator, Canva, or other comparable graphic design program
- Wordpress/Facebook
- Advanced understanding of telecommunication software & computer hardware/software

PHYSICAL REQUIREMENTS:

- Must be able to remain in a stationary position for extended periods of time

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Needs to be able to travel to park sites for inspections and meetings
- Constantly operates a computer and other office machinery, such as a copier, printer, and scanner
- Must be able to communicate clearly and accurately in person, over the phone, and over electronic means
- Occasionally transport files from storage to desk for use

DISCLAIMER—This job description is not designed to contain a comprehensive list of activities, skills, or physical responsibilities required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

By signing below, I affirm that understand the requirements, essential functions, and duties of this position.

Printed Name of Employee

Signature of Employee

Date