

BOROUGH OF AUDUBON
County of Camden, New Jersey

**ADMINISTRATIVE ASSISTANT
JOB POSTING**

Department: Municipal Administration

Reports To: Borough Administrator / Department Head

Classification: Full-Time / Non-Exempt

Salary Range: \$20.00-\$25.00 per hour (Commensurate with Experience and Qualifications)

POSITION SUMMARY

The Borough of Audubon, County of Camden, is seeking a highly motivated and dedicated Administrative Assistant to provide comprehensive administrative and secretarial support within a local municipality setting. This position requires an individual who is a self-starter with a positive, service-oriented attitude and the ability to manage multiple priorities in a dynamic public sector environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide comprehensive administrative and secretarial support to Borough departments, elected officials, and staff, including drafting correspondence, preparing reports, and maintaining organized filing systems.
- Answer and direct telephone calls, respond to inquiries from the public, and greet visitors in a courteous and professional manner, directing individuals to the appropriate department or resource.
- Schedule and coordinate meetings, appointments, and public events; prepare and distribute agendas, minutes, and supporting materials as required.
- Maintain, organize, and safeguard official municipal records in compliance with New Jersey records retention schedules and applicable public records laws.
- Enter and retrieve data from municipal databases and software systems; prepare and maintain spreadsheets, logs, and statistical reports as directed.
- Assist with administrative functions related to departmental operations, including tracking deadlines, following up on pending matters, and ensuring timely completion of assignments.
- Process incoming and outgoing correspondence, mail, and other official documents; maintain accurate records of all transactions.
- Assist with special projects, research assignments, and administrative tasks as assigned by the Borough Administrator or designated supervisor.
- Perform all other related duties as required to support the efficient operation of Borough government.

REQUIRED QUALIFICATIONS

- High school diploma or equivalent (GED) required.
- Minimum of two (2) years of administrative or secretarial experience, preferably in a local government, municipal, or public sector setting.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and general office equipment.
- Excellent written and verbal communication skills.
- Demonstrated ability to work independently with minimal supervision and take initiative.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Must be able to work effectively with elected officials, municipal staff, and the general public in a professional and courteous manner.

PREFERRED QUALIFICATIONS AND SKILLS

The following skills and experience are preferred and will be given strong consideration during the selection process. Prior experience in one or more of the following municipal functions is a plus:

- Joint Land Use Board administration and related municipal land use procedures.
- Zoning administration and the processing of zoning-related applications and inquiries.
- Construction permitting and inspection coordination.
- Public Works department support and operations.
- Purchasing and/or procurement functions.
- Payroll processing and related recordkeeping.
- Prior experience in a local government or municipal office environment.
- Experience with municipal software platforms.
- A demonstrated passion for community service and a genuine desire to work with and assist members of the public.
- Bilingual abilities are a plus.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in a municipal office environment. The position involves extended periods of sitting and use of computer equipment. The employee may occasionally be required to lift and move files, supplies, or materials up to 25 pounds. The role involves frequent public contact and interaction with officials, employees, and residents in person, by telephone, and via electronic communication.

EQUAL OPPORTUNITY EMPLOYER

The Borough of Audubon is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, or any other characteristic protected by applicable law.

HOW TO APPLY

Interested candidates should submit the following to Danielle Ingves, Administrator, Borough of Audubon, 606 W. Nicholson Road, Audubon, NJ 08106, or via email to

d.ingves@audubonnj.com. ***Please put Administrative Assistant in the subject.***

- A completed employment application – Found on audubonnj.com or pick up a paper copy at the municipal building, second floor.
- A current resume
- A cover letter detailing qualifications and relevant experience
- Three (3) professional references

Applications will be accepted until the position is filled. The Borough of Audubon reserves the right to interview and hire at any time.