



Doylestown Township
425 Wells Road, Doylestown, PA 18901

Executive Assistant to the Township Manager

Doylestown Township (Bucks County), with a population of approximately 17,971 residents is seeking an Executive Assistant to join the administrative staff supporting the Office of the Township Manager.

This is a unique opportunity to work directly alongside the Township Manager, who has led Doylestown Township for more than 30 years. The Executive Assistant provides high-level administrative support to the Manager and plays a central role in Township operations, including: composing correspondence and preparing resolutions and notices; coordinating meetings and preparing packets for the Board of Supervisors and various advisory boards and committees; maintaining official Township records; coordinating the Subdivision and Land Development application process; coordinating Workers Comp Claims; and serving as the Township's Open Records Officer.

Candidates should have knowledge of local government practices and procedures, a valid Pennsylvania driver's license, and Notary Public certification (or a willingness to obtain one). Proficiency in Microsoft Office and Adobe software is required, along with excellent organizational skills, discretion in handling confidential information, and the ability to work professionally with residents, officials, and staff.

Compensation is commensurate with experience and qualifications and includes a comprehensive benefits package. The complete job description is included with this posting and is also available online at www.doylestownpa.org.

Letters of interest and resumes should be submitted to Doylestown Township, 425 Wells Road, Doylestown, PA 18901, Attn: Margaret Trageser, or via email to mmtrag@doylestownpa.org. Resumes will be accepted until the position is filled.

Doylestown Township is an Equal Opportunity Employer.

Job Description for the Position of **Executive ASSISTANT**

Last Updated: September 16, 2026

JOB DESCRIPTION

TITLE: **Executive Assistant**
DEPARTMENT: Administration

THIS POSITION REPORTS TO AND IS SUPERVISED BY:

- **TITLE:** Township Manager
- **AUTHORITY TO:** Evaluate, comment
- **AUTHORITY METHOD:** Verbal, written
- **FREQUENCY:** Occasionally to continuously

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES:

- **TITLE/S:** N/A
- **AUTHORITY TO:** N/A
- **AUTHORITY METHOD:** N/A
- **FREQUENCY:** N/A

JOB IS: Full-time
HOURS: 40 Hours per week
WORK BREAKS: One-hour lunch
WORK SCHEDULE: 8:30 a.m. - 4:30 p.m.; Monday - Friday
SPECIAL SCHEDULE: Regular

DATE COMPLETED:

DATE APPROVED:

APPROVED BY:

EFFECTIVE DATE:

PURPOSE OF THE POSITION:

The Executive Assistant is responsible for directing and coordinating various administrative duties. This individual assists the Manager in the day-to-day operations.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

1) Required Education/Experience/Training:

- High school diploma or GED
- Associate (2 year) college degree

2) Required Knowledge:

- Knowledge of the principles and practices of local government and office practices and procedures
- Open Records – this positions serves as Township OOR (Right to Know) Stay up to date with laws/regulations

3) Required Licenses/Certificates/Registrations:

- Valid Pennsylvania Driver's License
- Notary Public

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4) Required Ability To Use or Operate the Following:

- Standard office equipment, including but not limited to:
 - Microsoft Office Suites and Adobe.

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

Essential Abilities To:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required
- Exercise sound judgment in evaluating situations and in making decisions
- Maintain acceptable attendance standards
- Maintain confidentiality of information
- Maintain socially appropriate behavior
- Request assistance when appropriate
- Safely and skillfully use equipment, tools, machines, and vehicles
- Understand and comply with drug use/abuse policies and procedures
- Understand and comply with personnel policies and procedures
- Understand and comply with safety policies and procedures
- Work courteously and tactfully when dealing with others
- Work in coordination with others
- Work under pressure
- Apply supervisory principles to analyze and resolve problems
- Effectively and efficiently use budgeted funds, personnel, equipment, materials, facilities, and time
- Effectively gives instructions
- Establish and maintain effective working relationships with the public, peers, subordinates, and supervisors
- Provide leadership, direction, and positive motivation
- Respond to inquiries, complaints, and/or grievances in a timely and professional manner
- Set realistic goals

Essential Responsibilities To:

Boards/Commissions

- Typing correspondence, agendas, minutes
- Prepare draft agenda for Board of Supervisors meetings
- Prepare packets for Boards of Supervisors
- Prepare draft agenda and packets for Planning Commission
- Prepare draft agenda for Bike/Hike Committee
- Prepare packet for Bike/Hike Committee

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- Post agendas and minutes (once approved) on website as needed
- Post agendas for all meetings in information box
- Send monthly meeting packets and information to various Boards and Committees including the Finance Committee, Pension Advisory Board, Public Water & Sewer Advisory Committee, Telecommunications Advisory Board, Veterans Advisory Committee, and others on an as needed basis
- Set up room(s) for township meetings
- Update Township Officials List
- Coordinate township receptions
- Assist with events and programs and needed

Township Manager

- Develop memos and letters from dictation and written information
- Compose drafts of letters for various township personnel
- Type resolutions, ads, and notices
- Prepare P.O.'s - convention and seminar registration
- Maintain township manager daybook and tickler file
- Make necessary copies of letters and other correspondence and distribute
- Answer township manager calls when requested
- Update resolution and ordinance books
- Update minute books and binders
- Set up meetings for various Boards and township manager
- Send, copy, and distribute faxes
- Type up budget schedules
- Copy, bind and distribute budget
- Type letters, memorandums, reports and forms from rough drafts, recordings, and outline notes provided or by selecting relevant data from source material
- Perform a varied group of clerical procedures requiring extraction of relevant information from applications, reports, legal documents, forms, and other records
- Complete other duties as assigned

SECONDARY FUNCTIONS (PREFERRED BUT NOT REQUIRED):

Secondary Abilities To:

- Attend agenda tracking meetings with township manager
- Take meeting minutes (when needed)
- Handle front counter duties as back up and when needed
- Maintain and track postage machine funds
- Notarize documents for various departments
- Coordination of Workers Comp Claims
- Utilize artists abilities and assist with invitations for township events
- Sunshine committee (Sending flowers, arranging holiday party, etc.)

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required. Reasonable accommodations will be made as required by local, state, or federal law that do not cause an undue hardship.

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PHYSICAL DEMANDS OF JOB

JOB TITLE: Executive Assistant

NOTE: In terms of an 8-hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8-hour workday, this job requires the physical ability to:

TOTAL AT ONE TIME

- A) Sit 3 hrs.
- B) Stand 1 hr.
- C) Walk 1 hr.

TOTAL DURING AN ENTIRE 8 HOUR WORKDAY

- A) Sit 6 hrs.
- B) Stand 1 hr.
- C) Walk 1 hr.

IIA. Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Up to 10 Pounds		X		
B) 11-20 Pounds	X			
C) 21-30 Pounds	X			
D) 31-40 Pounds	X			
E) 41-50 Pounds	X			
F) 51-100 Pounds	X			

IIB. Job requires the physical ability to CARRY:

A) Up to 10 Pounds		X
B) 11-20 Pounds	X	
C) 21-30 Pounds	X	
D) 31-40 Pounds	X	
E) 41-50 Pounds	X	
F) 51-100 Pounds	X	

III. Job requires the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	Yes	No	Yes
B) Left	Yes	No	Yes

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
No	No	No

V. Job requires the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Bending		X		
B) Squatting		X		
C) Crawling		X		
D) Climbing		X		
E) Reaching		X		
F) Driving a vehicle	X			
G) Unprotected heights	X			
H) Being around moving machinery	X			
I) Exposure to marked changes in temperature & humidity		X		
J) Exposure to dust, fumes & gases		X		

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ACKNOWLEDGMENT

By signing below, I acknowledge that I have received, read, and understand this Job Description, including the essential functions and responsibilities of the position. I understand that this Job Description is intended to provide a general overview of my duties and responsibilities and may be updated or modified as needed.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____