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5186 Stump Road  
Pipersville, PA 18947



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Phone 215-766-8914  
FAX – 215-766-9831

**Full-Time Assistant to the Township Manager**

Plumstead Township, Bucks County, seeks an Assistant to the Township Manager. Successful candidate will possess strong communication and organizational skills and will be comfortable working within a team environment. Position provides administrative support to the Township Manager. Duties include: investigating citizen requests and complaints; handling of Right to Know Requests; attending night Board meetings to take minutes; overseeing of grant applications; working with Code Enforcement to implement and utilize GIS Software (TRAI SR); assist with preparation of the budget; researches and collects data and information about specific topics as needed; and other duties as assigned.

Bachelor's degree and two (2) years of previous related local government experience, or an equivalent combination of education and experience. Salary dependent upon qualifications. Send cover letter, resume and salary expectation to [abenner@plumstead.gov](mailto:abenner@plumstead.gov). Deadline is noon on September 25, 2020.