



Part Time Administrative Coordinator

Department: Commissioners

DESCRIPTION

Under direct supervision of the Director of Management Operations, provides confidential secretarial and administrative support to the Director and the Lycoming County Board of Commissioners. This position will be responsible for relaying the message and priorities of the Board of Commissioner and Lycoming County Government to the citizens of Lycoming County.

SPECIFIC DUTIES

- Acts as receptionist for the Commissioners' Office executive suite and provides courteous, informed assistance to employees, visitors, and the public, both in person and telephone responsibility.
- Prepares Commissioners' meeting agenda, assuring action items are coordinated in advance with the Solicitor.
- Prepares Commissioners' meeting minutes assuring votes and comments are captured appropriately, and completed within two days of a public meeting.
- Serves as a backup for Right to Know requests and ensures timely responses.
- Serves as a backup for scheduling, and coordinates meeting times/locations and ensures Commissioners/Director of Administration are provided with agenda, materials and names of attendees.
- Processes and safeguards confidential/sensitive material. Opens non-confidential mail, routes to addressee; re-directs routine correspondence to appropriate department/action agency.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS:

Individual works in elected official governmental office. This position is primarily sedentary; however, walking and/or standing for extended periods may be required. Incumbent must be able to lift items/materials weighing 25 pounds or less.

JOB REQUIREMENTS

- High School Diploma and two (2) years of administrative experience or completion of a related degree program required.
- Proficient in the use of personal computers and able to work with word processing, spreadsheets, database and presentation software, utilizing MS Word, Excel and PowerPoint.
- Excellent organizational and communication skills required.
- Ability to compose original correspondence using a precise command of grammar, punctuation, spelling and the correct usage of the English language.
- Initiative to work independently and make substantive decisions responsively.
- Capable of multi-tasking while accurately attending to detail.
- Ability to analyze problems and coordinate solutions as organization conflicts arise.
- Skilled in setting priorities and meet assigned deadlines under intense pressure.
- Must exercise sound judgment and tact in dealing with employees and the general public.

- Ability to maintain confidentiality in any and all office matters.
- Possession of a valid Pennsylvania driver's license.
- Must submit to and pass a drug screening and background check per County policy.

Application Instructions:

To apply, visit [Lycoming County Careers](#) or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.



For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

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**Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

Esta Organizacion Participa en E-Verify