# BOROUGH OF GREEN TREE
# FULL-TIME ADMINISTRATIVE ASSISTANT TO THE BOROUGH MANAGER

The Borough of Green Tree, Allegheny County, is seeking a qualified applicant for the position of full-time Administrative Assistant. The position requires a wide range of duties, as directed by the Borough Manager, in a fast-paced municipal environment. In addition to assisting the manager the position will also work closely with the Director of Public Works, Borough Engineer and Code Enforcement Officer.

Comprehensive knowledge of standard office practices, ability to type, business English, ability to interpret and apply policies and procedures, as well as to work independently are necessary. Grant research and writing experience is an essential part of the position, the ability to establish and maintain an effective relationship with municipal officials, have strong public relation and communication skills, as well as maintain confidential information is required. Experience in municipal government is preferred.

Competitive compensation will be based on education, prior related work experience and skill level. The Borough offers an excellent benefit package as well.

*To receive consideration, submit a letter of intent and resume to*
**The Borough of Green Tree, Attn: W. David Montz, Manager,**
**10 West Manilla Ave., Pittsburgh PA 15220.**
**Applications must be received no later than 3:00 PM on Thursday June 20, 2019.**

Green Tree Borough provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or gender.