

**JOB NOTICE**  
**Administrative Assistant – Office of Community Development**

Springfield Township, Montgomery County, PA seeks a highly organized and self-motivated individual to fill the position of Administrative Assistant in the Office of Community Development.

This is advanced clerical, typing and recordkeeping work of routine difficulty. The employee in this position performs skilled typing tasks, but emphasis is on the difficulty and responsibility in performing and organizing the clerical work. The employee is responsible for making minor decisions and works in accordance with instructions and established routines. Excellent communication and organizational skills are required. This is a salaried position with a regular work schedule beginning at 8:00 AM and ending at 4:30 PM Monday through Friday, for a total of 37.5 hours per week. The employee is not normally required to work more than scheduled. Knowledge of Microsoft Office applications and TRAISR asset management software is desired. Excellent grammar, spelling and communications skills are essential.

Salary based on experience/qualifications. Excellent benefits package including medical and pension. The anticipated start date is January 2026. Application information and Job Description is available at [www.springfieldmontco.org](http://www.springfieldmontco.org) and Springfield Township Building, 1510 Paper Mill Road, Wyndmoor, PA 19038.

Cover letter, resume, and salary history/expectations to [clloyd@springfieldmontco.org](mailto:clloyd@springfieldmontco.org). Deadline is 4:00 pm January 2, 2026. Equal Opportunity Employer.