
5186 Stump Road
Pipersville, PA 18947



Phone 215-766-8914
FAX – 215-766-9831

MUNICIPAL ADMINISTRATOR

Plumstead Township has an immediate opening for a Full-Time Municipal Administrator. Hours are Monday thru Friday, 8:00 a.m. – 4:30 p.m.

Duties include providing general administrative support in the front office and code department, including but not limited to processing permit applications, answering phones, opening and distributing mail, collecting payments at front counter and answering general inquiries from residents, contractors and developers.

The ideal candidate will possess basic computer skills, be familiar with using Microsoft programs and applications, be able to take direction and follow instructions, have strong communication and organizational skills, friendly demeanor and be able to provide excellent customer service to the public.

At least one year of administrative and/or secretarial experience required. Some knowledge of zoning and code enforcement and/or municipal government is preferred but will train the right candidate. Salary is dependent on qualifications.

A detailed job description can be found at www.plumstead.org

Anyone interested in the position should send their resume, cover letter and salary expectation to: asusten@plumstead.gov or mail to Plumstead Township, Attention Andrea Susten, 5186 Stump Road, Pipersville, PA 18947. Letters of interest will be accepted until 12:00 p.m. on March 8, 2022 or until the position is filled.