



PLAINFIELD TOWNSHIP

6292 Sullivan Trail, Nazareth, Pennsylvania 18064

BOARD OF SUPERVISORS

Phone: 610-759-6944

Fax: 484-298-2041

www.plainfieldtownship.org

ADMINISTRATIVE COORDINATOR / TOWNSHIP SECRETARY / PLANNING COMMISSION SECRETARY- FULL TIME

Plainfield Township, Northampton County, PA is currently accepting applications for a full-time **Administrative Coordinator/Township Secretary/Planning Commission Secretary**. This combined role serves as a statutory officer of the Township and functions as the administrative backbone of Township operations.

POSITION SUMMARY

The successful candidate will serve in three integrated capacities:

As Township Secretary, the employee fulfills all statutory duties under the Second Class Township Code, including maintaining custody of official Township records, preparing Board of Supervisors meeting minutes and recording, processing Right-to-Know Law requests, and ensuring compliance with all applicable ordinances and retention schedules.

As Administrative Coordinator, the employee serves as the primary front desk receptionist and customer service representative for all Township-related business. Responsibilities include managing incoming calls and walk-in inquiries, processing permit applications, coordinating daily mail distribution, maintaining office supplies, supporting the Township newsletter and Nixle emergency notification system, updating the Township website and public calendar, maintaining rental schedules and providing general administrative support to the Township Manager and staff.

As Planning Commission Secretary, the employee provides comprehensive administrative and clerical support to the Plainfield Township Planning Commission as authorized under the Pennsylvania Municipalities Planning Code (MPC), Act 247 of 1968. Duties include preparing meeting agendas and packets, attending all Planning Commission meetings, recording and distributing accurate meeting minutes, processing subdivision and land development applications, tracking MPC statutory deadlines, coordinating legal notices, maintaining Commission records and files, preparing the annual Planning Commission report to the Board of Supervisors, and serving as the primary contact for applicants, developers, engineers, and attorneys navigating the land development review process. This appointment is made at the sole discretion of the Board of Supervisors.

The position requires attendance at **evening meetings** for both the Board of Supervisors and the Planning Commission.

MINIMUM QUALIFICATIONS

- Associate's or Bachelor's degree in Public Administration, Business Administration, or a related field; OR equivalent experience in a municipal government or administrative setting
- Demonstrated proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to manage multiple deadlines and priorities simultaneously
- Positive, professional approach to public service and customer service
- Ability to maintain confidentiality and exercise sound judgment

PREFERRED QUALIFICATIONS

- Prior municipal government experience, particularly in a secretary, administrative, or planning support role
- Familiarity with Pennsylvania Second Class Township Code, the Municipalities Planning Code (MPC), and the Pennsylvania Right-to-Know Law
- Experience with permit tracking systems (e.g., Permitting software), meeting minute preparation, and official records management
- Knowledge of land development application processes and public notice requirements

HOW TO APPLY

Applicants should submit a **resume, and/or application for employment** to:

Paige Stefanelli, Township Manager
Plainfield Township
6292 Sullivan Trail
Nazareth, PA 18064

Or via email to manager@plainfieldtownship.org.

Full job descriptions for each component of this position are available at the Plainfield Township website: <https://plainfieldtownship.org/employment.html>

Plainfield Township offers a **starting wage of \$28.00–\$30.00 per hour**, commensurate with experience, plus a comprehensive benefits package and overtime eligibility. Plainfield Township is an Equal Opportunity Employer.

Respectfully submitted,

Paige Stefanelli
Township Manager
Plainfield Township