



## Whitehall Township Administration

**610-437-5524**

**FIND OPENINGS:** <http://www.whitehalltownship.org/employment.html>

### Organization Description

The Bureau of Administration supports the efforts and programs of the Township's Bureaus. The administration has a combined 105 years of service to the residents of the township and are here to serve and assist the residents of Whitehall Township.

The chief executive and administrative official is the full time Township Mayor. He supervises the administration of all agencies of the Township over which he or she has appointive power and represents the township in deliberations with other governmental entities.

The Township Mayor is an elected official, serving for a four year term. The Township Deputy Mayor supervises the Bureau of Administration and works closely with the Township Mayor in overseeing the financial health of the township and in preparing the annual budget and capital improvement program for the township.

The Finance Officer performs all daily accounting functions and payroll processing, with the assistance of the Accounts Payable Clerk. The Purchasing Agent, with the support of the Word Processing Secretary, coordinates all purchases, bids and requests for quotes. The Human Resources Officer administers the various day-to-day benefits and salary issues and coordinates hiring and recruitment.

The Mayor's Secretary provides support for the Mayor's office and the members of the Board of Commissioners and maintains ordinance, resolution and motion records. The Administrative Secretary is the first point of contact for citizen concerns and resident complaints and provides support for other positions within the Bureau of Administration.

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