

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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Mayor	Elected by the citizens of the Township of Whitehall for a term of four years, the Mayor 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.
Deputy Mayor	Performs a variety of professional administrative duties in assisting the Mayor in conducting the affairs of the Township of Whitehall including financial planning and budgeting, policy analysis and recommendations, coordinating with department Chiefs in program implementation and review, and additional duties as necessary. This is an appointed position.
Finance Officer	Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Township.
Human Resources Officer	Performs a variety of administrative and professional work in coordinating personnel and benefit programs of the Township, including recruitment, classification, selection, training and personnel records management. Initial contact between management and employees for requests of salary, benefit and personnel information. Assists Administrative management team in specific endeavors when required.
Purchasing Agent	Under general direction, performs a variety of technical tasks in the procurement of equipment, services, materials, and supplies for the Township; administers the competitive bidding process and Township contracts; provides customer support to departmental representatives; provides financial and administrative analyses in support of purchasing and centralized service functions; and performs related work as required.
Administrative Support Staff	Provides administrative support to departmental personnel as assigned to support effective and efficient operations of the Administrative department. Performs a variety of clerical activities including answering multi-line phones; preparing correspondence, reports, minutes, and agendas; data entry; and recordkeeping.