

Internal Posting Date: 3/10/2026 – 3/17/2026

External Posting Date: 3/19/2026 – 4/2/2026

# JOB POSTING

## **Planning and Development Services Department** **Administrative Assistant – Planning**

### **Position Summary:**

Cranberry Township, Butler County, is seeking applicants to fill a full-time Administrative Assistant position in its Planning and Development Services Department, within the Planning Division, supporting the Planning, Land Use, and Development functions of the organization and reporting directly to the Director, Planning and Development Services. This position provides essential administrative and clerical support to planning staff and plays a key role in facilitating efficient development review processes and responsive service to residents, developers, and other stakeholders.

Cranberry Township is a thriving residential and business community committed to its vision for excellence and sustainable growth, prioritizing its stewardship responsibilities and a commitment to adding value for its residents and business environment. The Administrative Assistant will serve as a central point of coordination for development-related processes, inquiries and documentation, helping ensure that planning, land use and land development processes are organized, transparent, and accessible to the public.

This is a full-time position whose work hours will be based on Township operating hours and scheduling needs and will occasionally include evening hours to support public meetings.

### **What You'll Do**

As a member of our team, the successful candidate will:

- Perform general administrative duties, including managing schedules, organizing files, and maintaining records.
- Coordinate meetings, including scheduling, logistics, and materials preparation.
- Manage office supplies and inventory, ensuring availability and organization.
- Serve as a primary point of contact and ensures excellent customer service for residents, developers, contractors, and consultants seeking information related to zoning, land use and land development, processes.
- Assist with the preparation, coordination, and documentation of Planning Commission, Zoning Hearing Board, and other development-related public meetings.

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- Maintain departmental records, application files, and databases to ensure accurate tracking of permits, development applications, and project status.
- Prepare, update and maintain documents and maps related to department functions

## **Who You Are**

We are looking for someone with an interest in supporting responsible community development and delivering professional, responsive administrative support within a local government environment, and who meets the following criteria:

### Required Qualifications

HS diploma or GED; supplemented by one (1) year of directly related experience in a customer service or administrative role; or an equivalent combination of education, certification, training, and/or experience.

Applicants must have a valid Driver's License.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.

### Preferred Qualifications

Previous experience in a municipal office setting, including working within the public process and requirements associated with commercial or residential land use and developments.

### Necessary Knowledge, Skills and Abilities Necessary for This Position Include

- Knowledge of
  - Customer service principles and best practices, particularly in a public-facing environment
  - Basic administrative and office procedures, including recordkeeping, data entry, record management and document tracking
- Skill in
  - Operating standard office equipment and Microsoft Office Suite applications
  - Organizing and maintaining detailed administrative records and files
  - Preparing accurate documentation, including meeting minutes and agendas
- Ability to
  - Learn land use and land development principles, including a basic understanding of applicable Township resolutions and ordinances and the Pennsylvania Municipalities Planning Code
  - Maintain attention to detail when preparing and reviewing documents and records

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## **What We Offer**

An opportunity to work in a collaborative environment and support the planning and development processes that help guide Cranberry Township's continued growth and high quality of life.

A comprehensive benefits package, including health, dental and vision benefits, a generous deferred compensation plan and other fringe benefits, including sick leave and personal/vacation leave.

Approximate Hourly Wage: \$20.50-\$21.50 per hour, plus our fringe benefits program. Wage dependent on experience.

Specific questions regarding the position can be sent to [Human\\_Resources@cranberrytownship.com](mailto:Human_Resources@cranberrytownship.com)

## **Application Information:**

Individuals interested in this position should submit an application by April 2, 2026 to <http://www.cranberrytownship.org/employment>

EOE/M/F/D/V