



Administrative Assistant (Part Time, Benefits Eligible)

**Gettysburg Municipal Authority (GMA) – Gettysburg, PA
30 Hours per Week**

The Gettysburg Municipal Authority is seeking a reliable and detail oriented Administrative Assistant to provide high level administrative and office support to the Utilities Manager and department staff.

Key Responsibilities:

- Provide administrative support to management and staff
- Assist with billing, accounts receivable, and payment processing
- Maintain records, files, calendars, and office systems
- Assist with budget preparation and research projects
- Maintain GMA website and communications
- Serve as Privacy/Security Officer for health insurance and CDL contact

Qualifications:

- High school diploma or equivalent (additional training preferred)
- Minimum 2 years of clerical or administrative experience preferred
- Notary license or ability to obtain
- Proficient with Microsoft Office
- Valid PA class C driver's license required

Interested parties may submit a cover letter and resume to Mark Guise Utilities Manager, at P O Box 3307 Gettysburg Pa, 17325 or by email to mguise@gettysburgma.com by May 4, 2026. A full list of responsibilities and duties can be found on our web site at www.gettysburgma.com

Gettysburg Municipal Authority is an Equal Opportunity Employer (EEO).