

Borough Secretary/Treasurer

General Definition

Responsible for the maintenance of Borough records, seeing that Borough business is properly transacted and that the problems and concerns of citizens are attended to or brought to the attention of the proper official. There is administrative work of complexity in assisting the Council with the planning and administrative activities of the Borough. The Borough Secretary/Treasurer must exercise considerable independent judgment on behalf of the Council. Work is performed independently with decisions being made based on established rules and policies, applicable laws, regulations imposed by other government agencies and the employee's best judgment regarding consistency, precedent and fairness. General direction is received through consensus of the Council in its role of decision and policy making. Attendance is required at all regularly scheduled meetings and work sessions. The employee may also be required to perform research as necessary to provide information for decision-making by the Council.

Essential Functions of the Job

- Prepares agenda for public meetings of Council by compiling correspondence, citizen requests, bills to be paid, financial reports, proposed ordinances and resolutions. Prepares background information on items for governing body review prior to the meeting.
- Attends all advertised meetings and prepares minutes by summarizing information on handwritten notes and taped transcripts.
- Advises solicitor of upcoming meeting items that may require legal research, drafting of legislative action, or other advanced preparation.
- Sees that legislative actions are properly enacted by typing, checking, researching, advertising, and recording the action as required by law, i.e., advertising all public meetings and other required advertisements for Council.
- Assist citizens by informing them of Borough rules and laws, explaining procedures, hearing complaints, and either resolving them or referring them to the appropriate official.
- Pays bills and other obligations upon approval of Council, schedules payments to the various Borough funds as appropriate, and observes due dates and maturity dates of invested funds.
- Provide assistance to the Planning Commission and Zoning Hearing Board as requested.
- Receives revenue from tax collector, permit fees, state and federal allocations, and fines. Records and deposits funds in proper accounts.
- Prepares annual budget by summarizing past expenditures, estimating costs of future needs, computing expected revenues, coordinates with Public Works Director and Zoning and Enforcement Officer.
- Coordinate process of major purchases to make sure advertised, bid upon and awarded in accordance with regulations.
- Prepares various reports required by state and federal government agencies, insurance carriers and other entities.
- Maintains payroll as well as other personnel records for the Borough.
- Responsible for all records management and retention schedule for all Borough files.
- Responsible for Cemetery records and maintenance of the Cemetery computer program Legacy Mark. Includes sales records and burial records.

Required Knowledge, Skills and Abilities

- Knowledge of Municipal Codes and Ordinances, Microsoft Office, Quickbooks, Laserfiche and Legacy Mark
- Ability to comply with a variety of laws, ordinances, rules, requirements and procedures applicable to a municipality business
- Ability to make independent determinations and exercise judgment on the best possible resolution to resolve problems
- Ability to set up and develop procedures for office activities
- Ability to assemble, organize, and present information from various source materials concerning the operation of a process or office activity
- Ability to generate information for compliance with specific administrative or procedural rules
- Ability to organize
- Ability to communicate effectively orally and in writing
- Ability to work effectively with all municipal officials, other government officials, and the public
- Absolute reliability and integrity
- Must be bondable

Training and Experience Required

- Bachelor's degree preferred in public administration or business
- Five years responsible experience in the administration of a business or public agency
- Any equivalent combination of training and experience