

**POSITION:**

Borough Secretary

**PURPOSE:**

The purpose of the Borough Secretary is to manage the Borough office, under the direction of the Borough Manager. The Borough Secretary will interface daily with the public, the Borough Manager, as well as Borough Council and Borough Employees. The Borough Secretary, as the first contact for Borough Government, is responsible for public perception of the agency.

**AUTHORITY:**

Reports to the Borough Manager and Borough Council

**RESPONSIBILITIES AND DUTIES:**

1. The Borough Secretary temporarily performs the duties of the office of the Borough Manager in the absence or disability of the same. This includes reporting to the Borough Council in instances where official action is needed.
2. The Borough Secretary is required to record and preserve the minutes and ordinance books of the Borough, file the oaths of public officers, keep all records of office for the Borough Councilmembers, record the terms of office for appointed Councilmembers, as well as all the Committees of the Borough.
3. The Borough Secretary, under the direction of the Borough Manager, compiles printed material and distributes it to Councilmembers on a regular basis (including preparation and distribution of the Borough Council Meeting agenda).
4. The Borough Secretary is required to attend all Borough Regular, Special and Public Hearing meetings to record and transcribe those meetings, presenting minutes to Council for approval.
5. Custody and maintenance of Borough records are Secretarial responsibility.
6. Seal, sign and attest to official documents.
7. Type all Ordinances and Resolutions enacted by Council into official record books securely store them. Distribute copies of all Ordinances to those agencies designated by Council.
8. Oversee preparation of monthly operating and payroll reports for Council to

approve at their regular meeting, with corrections and/or additions made at that time.

9. Oversee preparation of a monthly budget/fiscal report for Borough Council, with the expenditures to date. This report will include the appropriated balance, the amount expended and the balance available.
10. Oversee the preparation of disbursements every two weeks, the filing of purchase orders, reconciliation of monthly statements of account of Borough vendors, and oversee the collection of revenues to ensure deposit in proper accounts.
11. Keep up-to-date records on all employees, as well as keep employee health and benefit records in order. File workmen's compensation forms for employees, as well as for volunteer fire company.
12. Oversee maintenance of daily cash and deposit ledgers, as well as to oversee records of labor and material costs of all Borough projects.
13. File all Borough correspondence and materials, including present and past records, as well as to dispose of records as directed by Pennsylvania Museum Historical Commission guidelines.
14. Receive, date and distribute daily mail and correspondence.
15. Type bid material for Council's approval, prior to distribution to newspapers and vendors for new or replacement equipment, road work construction, buildings, etc., as well as advertise all legal notices, in conjunction with the Borough Solicitor and Borough Manager.
16. Keep informed on all rules and regulations on the local, state and federal level which pertain to the Borough.
17. Receive requests and complaints. If not designated to handle them, direct them to the proper agent for disposition.
18. Fill in for Accounting Clerk(s) and assume their responsibilities as necessary.
19. Supervises Borough Office non-management staff.
20. Submit required state and federal reports.
21. Schedule (and attend as needed) Lewisburg Borough Board, Commission, and Authority meetings and distribute reports, minutes, etc. from those meetings to the Elected Officials and Borough staff.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Minimum Education** - High school degree with specialized vocational courses or a degree from a two (2) year technical or secretarial school.

**Preferred Education** – Bachelor’s Degree from an accredited College or University.

**Minimum Experience** - Two (2) years’ experience working in a similar position.

**Preferred Experience** – Two (2) years’ experience working as a Municipal Government Secretary in Pennsylvania.

**Supervisory** – Experience supervising office personnel preferred. Assist with training new office employees and temporary help.

**Physical Condition** - Excellent. Must be able to lift twenty pounds (20 lbs.). Must be able to handle a fast paced, high stress work environment both in the office and at public meetings. Must be able to sit for long periods of time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand or sit, move, talk, and hear. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl, and smell.
2. The employee must routinely lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License** – Possession of a valid Pennsylvania Driver’s License shall be required.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works in an office environment. The employee regularly works near moving mechanical parts.

The employee is occasionally exposed to fumes or airborne particles. The noise level of the office work environment is usually moderate.

**Special Skills** - Understand general office procedures, banking and accounting. Meticulous attention to detail. Above average written and oral communication skills. Accurate mathematical and reading skills. Understanding a variety of computer programs and being able to communicate with computer consultants to keep the programs running efficiently. Expertise in Microsoft Office software. Must be able to operate office equipment, including, but not limited to typewriter, computer, fax, copier, and radio. Strong attention to detail. Must keep accurate, detailed records and have a high level of accuracy with regards to data input. Must possess tact, patience and a pleasant disposition in handling public relations. Must be a competent public speaker.