

POSITION DESCRIPTION

Class Title: Secretary/Treasurer (Bonded Position)

Department: Office Department

Date: June 14, 2016

GENERAL PURPOSE

Performs a variety of clerical, secretarial, treasurer and administrative tasks in keeping official Township records, works with citizens, all Township Departments and Boards, and other government agencies. Provides technical information to the Board of Supervisors on legal requirements, finances, administration and general management.

Work is performed independently with decisions being made based on established rules and policies, applicable laws and regulations imposed by other government agencies.

SUPERVISION RECEIVED

Works under the general direction of the Board of Supervisors.

SUPERVISION EXERCISED

Office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers telephone, greets visitors and general cleaning.

Prepares agenda, attends meeting and prepares minutes of the Board of Supervisors and the Township Planning Commission meetings. Advises Solicitor of upcoming meeting items that may require legal research and preparation.

Assist citizens with zoning and subdivision questions at the direction of the Zoning Officer, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.

Prepares various reports required by agencies of the state and the federal government and insurance carriers. Prepares requests and applications for various grants, reimbursements and other legal entities.

Prepares bid specifications and advertising for equipment and material purchases and road contract work and any other bid documents necessary.

Composes, types, and edits a variety of correspondence, reports, legal notices, resolutions, memoranda, and other material requiring judgment as to content, accuracy and completeness.

Prepares or is responsible for all revenue and expenditure transactions, treasurers reports, financial statements, paying bills and all payroll items.

Prepares annual budget by summarizing past revenue and expenditures and projecting future revenue and expenditures.

Responsible for employee's group accident and health insurance, life insurance, pension plan and worker's compensation insurance reports and claims.

Responsible for computer and IT needs including website for all Office, Road and Police Departments.

Operates listed office machines, schedules appointment and performs other administrative duties as needed.

NONESSENTIAL DUTIES

Transports small tools to job breakdown site, if others are not available.

Answers mobile radio base station.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school, diploma or GED equivalent. Specialized training in typing, computer IT and website maintenance, accounting and management; and
- (B) Minimum of four (4) years of increasingly responsible related experience; or
- (C) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of computers, electronic typewriters, modern office practices and procedures, and accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to apply a variety of laws, ordinances, rules, requirements and procedures applicable to Township business; communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, Township officials and the general public.

SPECIAL REQUIREMENTS

Must possess a valid Pennsylvania operator's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Telephone, calculator, computer, electronic typewriter, copy machine, fax machine, and mobile base radio.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.