

Borough of Milton

Job Description

POSITION:

Borough Secretary/Treasurer

DESCRIPTION:

This is a complex administrative and clerical position with the Borough. This employee is an appointed official governed by the provisions of the Pennsylvania Borough Code. This employee is responsible for the maintenance of Borough records, ensuring Borough business is properly transacted, problems and questions of residents are attended to or brought to the Manager/Council's attention. This employee will work closely with the Borough Manager throughout the annual Budgeting process and other financial related matters. This employee will participate in the Borough's Strategic Planning process and will then assist in seeking funding sources, (grants and other) to help the Borough meet those objectives. Attendance is required at all regularly scheduled Borough Council Meetings.

PURPOSE:

Multifaceted position responsible for a variety of Borough related functions including, but not limited to:

- Ensuring that all financial information for the Borough is processed accurately and in a timely manner.
- Coordinates clerical functions.
- Participating in the Borough's strategic planning process.
- Identifying and applying for grant funding to support Borough objectives.
- Implementing policy directive, assisting with financial matters, and participating in the annual Budgeting process.
- Oversees personnel actions and records.

AUTHORITY:

Reports directly to the Borough Manager, and the Milton Borough Council.

RESPONSIBILITIES & DUTIES:

1. 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.
2. Prepares agenda and compiles electronic and/or printed materials to distribute to Councilmembers prior to all regular meetings.

3. Attendance at all Borough Council regular and special meetings to record and transcribe those minutes, presenting minutes to Council for approval.
4. Custody and maintenance of Borough records. Seal, sign and attest to official documents.
5. Record all ordinances enacted by Council into official record books and securely store them. Distribute copies of all ordinances to those agencies designated by Council.
6. Oversees the preparation of monthly budget/fiscal reports for Borough Council, with the expenditures to date.
7. Oversees the preparation of disbursements every week, the filing of purchase orders, and reconciliation of monthly statements of accounts of Borough vendors.
8. Oversees the maintenance of daily cash and deposit ledgers, as well as to oversee records of labor and material costs of all Borough projects.
9. File all Borough correspondence and materials, including present and past records, as well as to dispose of records as directed by Pennsylvania Historical & Museum Commission records.
10. Advertise all legal notices, both in a newspaper of general circulation and on the Borough's website, in conjunction with the Borough Manager and the Borough Solicitor.
11. Keep informed of all rules and regulations on the local, state and federal level which pertain to the Borough.
12. Receive requests and complaints. If not designated to handle them, direct them to the proper agent for disposition.
13. Complete and forward all reports required by the State and other agencies on an as needed basis.
14. Participation in the Borough Safety Committee in conjunction with other staff.
15. Assists and participates in the formation of the annual Borough budget.
16. Assists with routine financial management.
17. Attends continuing education courses and professional development events with peers.
18. Performs other duties that may be required and that may be necessitated by emergency situations; other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Minimum Education – Associate's Degree from an accredited college or university, preferably in the field of public administration, community planning, business management, accounting, or related field.

Preferred Education – Bachelor's Degree from an accredited college or university, preferably in the field of public administration, community planning, business management, accounting, or related field.

Experience – Five (5) years working in a professional job environment with extensive public interaction.

Preferred Experience – Five (5) years working for a local municipal government or similar governmental entity in a similar position with similar responsibilities or seven (7) years working in the private sector in a similar position with similar responsibilities.

Physical Condition - Excellent. Must be able to withstand stress and prolonged sedentary tasks. Must be able to lift twenty pounds (20 lbs).

Special Skills –

- Considerable knowledge of office methods and procedures. Excellent writing skills.
- Ability for meticulous attention to detail.
- Considerable knowledge of or ability to learn and apply a variety of laws, codes, ordinances, rules, requirements, and procedures applicable to Borough business.
- Considerable knowledge of fiscal policies and procedures in municipal finance.
- Working knowledge of methods and techniques of municipal planning and land use.
- Working knowledge of personnel principles and practices.
- Working knowledge of governmental accounting principles and practices.
- Working knowledge of Word, Excel, WordPress, QuickBooks, Publisher, Adobe, basic office machinery (copier, fax machine, postage machine), etc.
- Ability to establish and maintain effective working relationships with Borough employees & officials, neighboring government officials, business associates, residents, and the general public.
- Ability to understand and follow oral or written instructions.
- Above average written and oral communication skills.
- Ability to present and prepare information for public release.
- Ability to represent the Borough with the public in a respectful and tactful manner.
- Above average organizational skills, tact, patience, and pleasant public relations.
- Ability to make independent determinations on the best resolution to processing problems.
- Ability to organize work in a manner that ensures smooth processing and accomplishment of priority items on schedule.
- Ability to function well under stressful situations.

Special Qualifications –

- Valid PA Driver's License
- Must be able to obtain Treasurer's Bond
- Must be able to obtain a PA Notary's License within six (6) months of hire
- Willingness to learn a variety of specialized computer programs (GIS, mapping software, mobile applications, etc.)

The above job description is an outline of the responsibilities for the position and is not all-inclusive.