

JOB DESCRIPTION

TITLE: Township Secretary

General Description

This employee is responsible for the maintenance of township records, seeing that township business is properly transacted, and seeing that the problems and concerns of citizens are attended to or brought to the attention of the proper official. The employee provides technical advise to elected and appointed officials in matters of legal requirements, finances, personnel administration and general management. The employee may also be required to perform research as necessary to provide information for decision making by the supervisors. The Township Secretary will act as liaison for all Departments to the Board of Supervisors and coordinate and administrate functions for the effective operation of the Departments (Commissions). Work is performed under the direction of the Board of Supervisors. Attendance is required at all regularly scheduled meetings and work sessions.

1. Prepare agenda for supervisors' meetings. Prepare background information on items for supervisors' review prior to the meeting.
2. Attend supervisors' meetings, provide procedural advice on the conduct of the meeting and prepare minutes.
3. Prepare the meeting room for public meetings, set out minutes and agenda, post required documents.
4. Assist citizens by informing them of township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.
5. Assist Treasurer in paying bills and other obligations upon approval of the supervisors.
6. Assist supervisors and solicitor in preparation of legislative actions by typing, checking, advertising, and recording the action as required by law.
7. Receive building permit applications and transmit to Zoning Officer. Receive approved permit applications from Zoning officer, assign number, issue permit, collect fee, make file.
8. Prepare monthly County and Federal Building Permit Application report in a timely manner and submit to proper officials.
9. Prepare annual budget by summarizing past expenditures, estimating costs of future needs, compute expected tax and other revenues and organize data into required reporting format. Prepare proper advertising for budget and maintain time requirements.
10. Purchase equipment, supplies and services, upon supervisors' approval, and assure that major purchases are advertised, bid upon, and awarded in accordance with law.
11. Advise solicitor of upcoming meeting items that may require legal research, drafting of legislative actions, or other advance preparation.

12. See that legislative actions are properly enacted by typing, checking, researching, advertising, and recording the action as required by law.
13. Prepare requests and applications for various grants, loans, rebates and other legal entitlements.
14. Process subdivision plans according to legal requirements. This includes the scope from requesting development agreements to release of maintenance bonds and entails monitoring expiration dates, development agreements, performance bonds and securing all necessary paperwork.
15. Maintain an "active" file of subdivision and zoning changes. This includes monitoring dates and obtaining all necessary responses from reviewing agencies.
16. File and maintain records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
17. Assist in preparation of bid documents, submit advertisements for bids according to legal requirements, inform supervisors of pending expiration of contracts, maintain bid files and process all incoming and outgoing bid documents according to the law. Maintain contract file and process contracts and performance bonds according to law and PennDOT requirements.
18. Maintain active list of all members of Boards and Commissions and notify the Board of supervisors of expiration dates.
19. Advertise all public meetings and any necessary advertising for other Commissions and Boards (except Zoning Hearing Board).
20. Prepare reports and other materials necessary for the operation of the municipality, as required by State and Local Agencies (PennDOT, CLGS, DEP).
21. Serve as day-to-day liaison with the general public, business and governmental communities.
22. May represent the Township at conferences and meetings.
23. Supervise administrative staff.
24. Responsible for placement of all new roads accepted for dedication to be placed on PennDOT map.
25. Handle all workman's compensation claims and maintain required records and forms, investigation records and subsequent recommendations of any changes in coverage. Complete annual workman's compensation forms for government agencies and insurance company.
26. Assist in editing township newsletter; proof reading and obtained final approval of supervisors.
27. Maintain and order all office supplies, zoning and building forms, as needed.
28. Implement, update and maintain the township General Files.
29. Maintain up-to-date list of addresses, inform proper agencies of changes or new addresses; assign address to new homes.
30. Separate, open and distribute mail, answer, file, route to proper officials and/or maintain for agenda.
31. Receive escrow release requests from developers; forward to township engineer for approval, type approval letter to bank after approval, maintain escrow balance.
32. Assist road master in ordering materials, scheduling equipment repairs.
33. Perform such other work as the Board of Supervisors may require.