

## **TOWNSHIP ADMINISTRATOR/SECRETARY-TREASURER**

### **JOB DEFINITION:**

This is a complex administrative and clerical position. Employee is responsible for the maintenance of Township records, seeing that Township business is properly transacted, and ensuring that the problems and questions of citizens are attended to or brought to the Supervisors' attention. Work is performed independently with decisions being made in accordance with established rules, ordinances and policies. The Board of Supervisors oversees the work through written and oral reports of actions taken.

### **JOB RESPONSIBILITIES:**

- Respond to or oversee response to incoming calls, inquiries or complaints.
- Greet visitors, accept payments, dispense documents, prepare receipts or oversee these tasks.
- Type and reply to correspondence, prepare reports, memos and other documents or assign to other employee.
- Accept or assign and oversee acceptance of the following applications:
  1. Subdivision/Land Development
  2. Building Permits
  3. Zoning Hearing Board
  4. Conditional Use applications
  5. Building Code Appeals
  6. HARB and Historical Review
- Prepare agendas for Supervisor meetings.
- Attend all regular and special meetings of the Board of Supervisors. Keep a record of proceedings or insure that minutes are recorded for each meeting.
- Prepare agendas for Planning Commission meetings.
- Inform Planning Commission of correspondence received and provide procedural advice.
- Attend all regular and special meetings of the Planning Commission. Keep a record of proceedings or insure that minutes are recorded for each meeting.
- Oversee the proper record keeping and maintenance of files – Parcel files, Subdivision and Land Development files, Zoning Hearing files, Conditional Use files, Historical files, Financial files, Bid files, Yearly files, etc.
- See that legislative actions are properly enacted by typing, checking, researching, advertising, and recording the action as required by law.
- Maintain records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
- Assist Supervisors and solicitor in preparation of legislative actions by typing, checking, advertising and recording the action as required by law.

- 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.
- Perform bookkeeping functions and maintain accounts for all Township funds.
- Pay bills and other obligations upon approval of the Supervisors.
- Prepare payroll and maintain personnel records for Township employees.
- Prepare Treasurer's reports.
- Assists in preparation of annual budget by summarizing past expenditures, estimating costs of future needs, computing expected revenues and recommending tax rates necessary to meet budget requirements.
- Assist Zoning/Code Enforcement Officer in issuing building and road permits along with collection of fees and prepare permit reports. Review fees yearly to insure that they are sufficient and also reasonable.
- Provide required notice for adoption of all Township ordinances and keep a copy of all ordinances, resolutions, etc. in accordance with the Second Class Township Code.
- Maintain the Township seal for safe keeping and proper use.
- Oversee the MS-4 program.
- Prepare or oversee preparation of the Township newsletters.
- Maintain or oversee maintenance and updating of Township website.
- Process all insurance claims.
- Prepare and file all required forms and reports required by state and federal government and insurance carriers.
- Communicate with Township Engineer, Solicitor and other Township Boards, Commissions and Committees. Be a point person to keep the lines of communication open between the Board of Supervisors and all other Boards, Commissions and Committees.
- Oversee appointed Tax Collectors and Chester County Sewage Enforcement Officer and maintain records respectively.
- Prepare and track Township billings. Track escrow accounts.
- Supervise billing and bill collection procedures for water/wastewater systems.
- Review and update as necessary Township policies.
  1. Personnel and Hiring
  2. Safety
  3. Pollution Prevention and Good Housekeeping
  4. Drug and Alcohol Testing
- Hold monthly Safety Committee meetings.
- Oversee and work with Emergency Management Coordinator
- Other miscellaneous duties as may be required by the Board of Supervisors.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of office methods and procedures.

- Ability to learn and apply a variety of laws, ordinances, rules requirements and procedures applicable to Township business.
- Skill in use of computer, email, and standard office equipment (photocopier, fax machine, telephone, etc).
- Skill in use of *Word*, *Excel* and *QuickBooks Pro* software programs.
- Ability to perform mathematical computations necessary to keep fiscal records.
- Ability to understand and carry out written and oral instructions.
- Ability to communicate effectively, including orally and in writing.
- Ability to work effectively with Township officials, other government officials, business associates and the public.
- Strong interpersonal and consensus-building skills.

#### TRAINING AND EXPERIENCE REQUIRED:

Ideal candidate will have a bachelor's degree and five-plus years of experience in local government, public personnel, budgeting or financial management. Candidates must be bondable and pass a credit and background check.

#### PERFORMANCE FACTORS:

- Consistent in work habits
- Concerned in getting the job done correctly.
- Does not require close supervision.
- Uses time efficiently.
- Able to manage and maintain favorable relations with others.
- Proficient in methods or skills required to perform own work. Good attendance.
- Not disruptive of others.

#### JOB CONTEXT:

- Time Specifications – Full-time, attend night meetings as necessary
- Work area – Primarily office environment, includes municipal building and garage
- Pay method – Wages paid monthly