

# **Borough of Greencastle**

## **Job Description**

### **Borough Secretary**

**Reports To:** Borough Manager

#### **Definition**

This position involves semi-skilled work. The employee completes secretarial tasks, attends all meetings of Council, drafts meeting minutes and records all official documents of the Borough. The work requires excellent oral and written communication skills, adaptable interpersonal skills, knowledge of computers and a variety of computer software programs, and organizational filing. Prior experience in municipal government is preferred.

#### **Duties as Required per PA Borough Code**

Performs the duties of Borough Secretary pursuant to the requirements of, and as outlined in, the Pennsylvania Borough Code (8 Pa. C.S. § 1111). These duties include the following:

- The secretary shall attend all meetings of the council and shall maintain full minutes of its proceedings.
- Record or transcribe the bylaws, rules, regulations, resolutions and ordinances of the borough in accordance with section 1009 (relating to typewritten, printed, photocopied, microfilmed and electronically or digitally stored records valid and recording or transcribing records).
- Preserve the records and documents of the borough, have custody of the corporate seal and deliver to the secretary's successor the seal and all books, papers and other records and things belonging to the borough.
- Certify copies of any book, paper, record, bylaw, rule, regulation, resolution, ordinance or proceeding of the borough under the seal of the borough. The copies, if certified, shall be admissible in evidence in any court of this Commonwealth.
- Attest the execution of all instruments, record all ordinances and attest the same by the secretary's signature and file of record proof of service of all notices required by law. The secretary's certificate shall be good evidence of notice.
- Inform council and the public as required by 65 Pa.C.S. Ch. 7 (relating to open meetings) of all borough meetings, including special meetings of council.

#### **Typical Examples of Work Performed**

Essential duties and responsibilities include but are not limited to the following:

- Notify Borough Council and Committee members of meeting/workshop schedules and confirm quorum.
- Attend all regular Council and Committee meetings and attend any special meetings, both within and outside the Borough, as directed by the Borough Manager.
- Prepare Council and Council Committee meeting minutes and distribute final document to Council/Committee and Borough Manager prior to the next meeting.
- File, index, and maintain required/official records of all Council/Committee meetings and all other official Borough documents and actions, including ordinances, as required by law, regulation or policy.
- Secure Council signatures on time sensitive documents, agreements, plans, contracts, etc.
- Maintain bulletin boards, social media, the Borough website displaying public information, advertisements and legal notices and ensure compliance with all regulations/laws related to requirements pertaining to publication of legal notices, public advertisement of official meetings, and other Borough business including ordinance revisions, bid invitations, etc.
- Assist with the drafting and submission of grant applications.

- Track and file sensitive/official Borough documents and correspondence including minutes, resolutions, ordinances, legal matters, and business/legal matters in accordance with Pennsylvania Borough Code and all other applicable rules, regulations and policies.
- Document and appropriately respond to inquiries on a wide variety of routine and non-routine questions that span all Borough functions and use good judgment to determine next level of assistance a customer/resident may need.
- Demonstrate consistent high level of proper professional judgement and necessary confidentiality.
- Create, submit to Borough Manager for approval, and publish the Borough newsletters.
- Disburse annual Statement of Financial Interest forms to elected officials, solicitors, and other key committee and board members per State Ethics Commission requirements.
- Prepare official correspondence as requested for Borough Manager.
- Maintain an established database for the organization of Borough documents.
- All other duties as may be assigned by the Borough Manager.

**Education, Required Knowledge, Skills and Abilities**

- A high school diploma or general equivalency diploma (GED) is required;
- Previous training or education in business operations and/or previous secretarial experience is preferred;
- Show initiative, be self-motivated, and work independently with minimal supervision;
- Strong knowledge of English grammar, punctuation and spelling;
- Possess efficient typing skills;
- Ability to communicate effectively, verbally and in writing;
- An advanced knowledge of Microsoft software, including Word, Excel and Outlook;
- Ability to adapt to complex computer software programs in order to perform various functions within the position;
- Possess excellent customer service and interpersonal skills and the ability to interact in a professional and courteous manner at all times;
- Ability to organize, sort, file, and maintain documents properly and consistently;
- Ability to submit work by the deadline assigned that shows accuracy and competency;
- Ability to receive and provide information and respond to inquiries and complaints from the general public;
- Tenacity to succeed in complicated situations;
- Able to promote a good working relationship with personnel from the Borough, other governmental agencies and the general public.

***I acknowledge that I have read the “Definition”, “Duties as Required per PA Borough Code” “Typical Examples of Work Performed” and “Education, Required Knowledge, Skills and Abilities” for the Borough Secretary position; and I certify that I can perform these functions.***

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(Applicant Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness Signature)

MANAGEMENT HAS THE RIGHT TO RECOMMEND ADDITIONS AND/OR MODIFICATIONS TO DUTIES OF THE POSITION AT ANY TIME.