

WASHINGTON TOWNSHIP, LEHIGH COUNTY
JOB DESCRIPTION
FOR
SECRETARY/TREASURER

JOB TITLE

Secretary/Treasurer

DEPARTMENT

Business Office

IMMEDIATE SUPERVISOR

Board of Supervisors/Manager

PRIMARY FUNCTION

Responsible for the maintenance of Township records, see that Township business is properly transacted, and seeing 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 and policies. Work is reviewed by the Board of Supervisors and Manager through written and oral reports of actions taken.

MAJOR DUTIES

Prepare agenda for Supervisors meetings, attend meetings to record minutes and provide procedural advice.

Keep record of proceedings of all public meetings of the Board of Supervisors in the Township's official Minute Book as required by the Second Class Township Code.

Maintain the Township seal for safekeeping and proper use.

Maintain a file of the oath of office of all persons elected or appointed to Township office.

Oversee the proper record keeping and files of the Township.

Participate at local government conventions, seminars and association meetings to keep abreast of new developments in local government and improve skills.

Pay bills and other obligations upon approval of the Supervisors, schedule payments to the Township's advantage by observing due dates, discount periods and checking to ensure we are reimbursed for reimbursable charges.

Responsible for petty cash.

Answer phones and the front door and 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.

Assist Supervisors, Manager and Solicitor in preparation of legislative actions by checking, advertising, and recording the action as required by law.

Perform bookkeeping functions and accounts for Township funds.

Prepare payroll, PTO tracking and maintain records for Township employees.

Issue road, driveway, and junkyard permits along with collection of fees and prepare permits.

Maintain other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, and official actions.

Write and respond to letters.
Sign all checks and acquire all other signatures needed.
Prepare Treasurer's report.
Record all ordinances, resolutions, etc.
Process all insurance claims.
Prepare and manage the annual Budget.
Prepare and file all required forms and reports required by state and federal government, actuaries and insurance carriers.
Communicate with Township Engineer, Solicitor and other Township entities.
Responsible for processing legal requirements for subdivision development within the Township. This includes the scope form requesting development agreements to release of maintenance bonds, and entails monitoring expirations dates on development agreements, performance bonds, and securing all necessary paperwork.
Other miscellaneous duties as may be required by the Manager or Supervisors.
Prepares bid documents, submits advertisements for bids, maintains bid file and processes all incoming and outgoing bid documents. Maintains contracts and processes contracts and performance bonds; notifies all unsuccessful bidders of bid results.
Advertises all public meetings and any necessary advertising for department boards, commissions, bids, etc.
Learn duties of part time assistant secretary and be able to perform those duties in their absence.

JOB SPECIFICATIONS

Knowledge of office methods and procedures.
Skill in use of computer and bookkeeping software such as Quickbooks.
Ability to learn and apply a variety of laws, ordinances, and procedures applicable to Township business.
Ability to understand and carry out written and oral instructions.
Ability to communicate effectively, orally, and in writing.
Ability to work effectively with Township official, other government office business associated and the public.
Considerable knowledge of fiscal policies and procedures in municipal finance.
Considerable knowledge of personnel principles and practices.
Ability to work independently.
Ability to work as part of a team.
Absolute reliability and integrity.

TRAINING AND EXPERIENCE PREFERRED

Four-year college degree is desirable, preferably in the field of public or business administration. Designation as Certified Municipal Clerk through the International Institute of Municipal Clerks will be accepted as an alternative to degree. Experience in responsible clerical or secretarial work, record keeping, bookkeeping or business administration.

PERFORMANCE FACTORS

Consistent in work habits, concerned in getting the job done correctly, does not require close supervision, uses time efficiently.

Maintain favorable relations with others, proficient in methods or skills required to perform own work, good attendance, and not disruptive of others.

JOB CONTEXT

Full-time - 40 hours/week

Work area - Township building

Pay method - Wages paid every two weeks

Benefits - Pension, health insurance, paid time off