

POSITION DESCRIPTION

Job Title: Secretary / Administrative Assistant
Department: Administration
Location: Saxonburg Borough Municipal Building
Revision Date: February 20, 2019



GENERAL PURPOSE

Position provides a variety of routine and complex clerical and administrative work in the administration of the Borough and the Authority. Employee performs routine clerical and administrative work. Functions as the official Secretary/Treasurer for the Borough.

SUPERVISION RECEIVED:

Position works under the general supervision of the Manager(s) and Authority Controller, according to an established work routine.

SUPERVISION EXERCISED

Employee may supervise part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- Accumulates, calculates, posts, balances, and reconciles data for vendor accounts; Identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
- Prepares checks for signatures and disbursement
- Prepares reports for Council and Board related to the checks.

Customer Accounts Receivable

- Assists Billing Coordinator prepare customer bills.

Banking/Accounting

- Performs all entries related to interfund transfers.
- Processes positive pay.

Additional Duties/Projects

- Performs all duties required of the municipal Secretary / Treasurer.
- Administers the issuance of permits, including business, and various regulatory licenses as assigned in accordance with applicable ordinances and other regulations.
- Assists in the preparation of and files ordinances and resolutions and oversees the codification of ordinances into the municipal code. Submits ordinances to General Code for electronic publishing and updates.
- Serves as custodian of official Borough and Authority records and public documents; Performs certification and recording as required on legal documents and other records requiring such certification; Seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring certification; Catalogs and files all records
- Administers cellular telephone accounts.
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Prepares agendas and supporting materials for special projects and meetings; Attends regular and special Borough Council Meetings and Authority Board of Director Meetings as requested; performs an accurate recording of the proceedings; takes and transcribes minutes; prepares, distributes and files minutes and reports.
- Prepares and advertises meeting agendas, bids, advertisements, and legal notices of public

- hearings and special meetings.
- Prepares meeting room for regular and special Borough and Authority meetings.
- Schedules appointments; registers personnel for conferences and seminars; makes travel arrangements and itineraries.

Budgeting Assistance

- Researches historical payments and proposed rate changes.
- Assists with administrative tasks for budgets and facilities.

General

- Works as general backup to the Administrative Specialist/Billing Technician when this employee is unavailable.
- Enforces the Rules and Regulations, Resolutions and Ordinances of the Authority and Borough.
- Attends approved seminars, workshops and other educational classes related to position.
- Performs other duties as assigned.
- Receives, stamps, and distributes incoming mail, electronic mail, facsimiles and processes outgoing mail.
- Receives the public's telephone calls, emails and citizen visits concerning utility billings or other public services and answers questions; Responds to complaints and inquiries from citizens and others and refers, when necessary, to appropriate persons.
- Maintains interoffice filing system.
- Makes routine decisions regarding customer/citizen concerns consistent with position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with an associate's degree in business management or accounting, and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience.
- (D) Holds or is willing to obtain a PA Notary Public license within 6 months of Employment or upon notice from a Supervisor that the license is necessary.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern public administration
- Extensive knowledge of office practices and procedures
- Extensive knowledge of spelling and grammar practices
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure
- Ability to accurately record and maintain records
- Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public
- Ability to communicate effectively in writing and verbally
- Working knowledge of computers and electronic data processing
- Working knowledge of governmental accounting principles and practices
- Ability to perform arithmetic computations accurately and quickly using Microsoft Excel
- Ability to work under pressure with frequent interruptions
- Ability to perform cashier duties accurately
- Ability to work with angry or difficult customers
- Ability to effectively meet and deal with the public
- Ability to handle stressful situations
- Ability to handle multiple tasks simultaneously

- Skill in operating listed tools and equipment

SPECIAL REQUIREMENTS

Must be bondable and possess a Valid State Driver's License

TOOLS AND EQUIPMENT USED

Personal computer, including all Microsoft Office applications, accounting software, copy machine, postage machine, fax machine, 10-key calculator, and tape recorder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, computer work, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, job and other related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, relative or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a full-time, hourly position.

Effective Date: February 19, 2019

Supervisor: _____

Employee: _____

Revision History: