

Assistant Township Secretary

DEPARTMENT: ADMINISTRATION

REPORTS TO: TOWNSHIP SECRETARY

GENERAL JOB DESCRIPTION

The Assistant Township Secretary shall serve as an assistant to the Township Secretary. This employee reports directly to the Township Secretary.

SPECIFIC JOB RESPONSIBILITIES

1. Attend meetings of the Board of Supervisors, the Township Planning Commission and other committees or boards as deemed necessary by the Township Secretary.
2. Assist Township Secretary in accomplishing all specific job responsibilities as indicated in the "Township Secretary" job description and as assigned by the Township Secretary.

ADDITIONAL DUTIES

Additional duties as required by the Township Secretary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Basic knowledge of the Second Class Township Code
2. Basic knowledge of the PA Municipalities Planning Code
3. Medium to high level of knowledge of computer applications and software
4. Familiarity with general office equipment
5. A genuine interest in serving the public with a patience and understanding of the public as a taxpayer

MINIMUM QUALIFICATIONS

1. Two years of experience in a highly responsible position in office administration work, preferably in the government sector, and
2. Associate Degree in Public or Business Administration or the educational equivalent, or
3. A combination of experience and education in appropriate fields sufficient to provide essential skills and knowledge for this position

Township Secretary

DEPARTMENT: ADMINISTRATION

REPORTS TO: BOARD OF SUPERVISORS AND TOWNSHIP MANAGER

GENERAL JOB DESCRIPTION

The Township Secretary shall serve as clerk to the Township Board of Supervisors. This employee reports directly to the Township Board of Supervisors and the Township Manager. The Township Secretary shall carry out the directives and orders of the Township Board of Supervisors and the Township Manager.

SPECIFIC JOB RESPONSIBILITIES

1. Record the proceedings of the Township Board of Supervisors and all court orders relative to the laying out, opening and vacating of roads in the minute book.
2. Preserve the minute book and other records of the Township.
3. With the consent of the Township Board of Supervisors and in conformity with other laws governing the retention and disposition of municipal records, have the authority to destroy records and papers of the Township other than the minute book and account book after the time periods in accordance with applicable law.
4. Inform the Township Board of Supervisors of all township meetings, including special meetings of the Township Board of Supervisors.
5. Prepare required annual reports and submit the same to various governmental agencies, i.e. DCED-CLGS-69 (Survey of Financial Condition); DCED-57 (Earned Income Tax Register); DCED-CLGS-19-5 (Report of Elected and Appointed Officials); CED-CLGS-13 (Annual Budget Report); DCED-CLGS-30 (Annual Audit and Financial Report); MS-965 (Actual Use Report of State Funds); MS-965S (Record of Checks State Fund Account); MS-329 (Project Investigation Application); MS-999 (Completion Report); RCT-900 (Public Utility Realty Report); Form 3620-FM-WQ0280 (Application For Reimbursement For Enforcing The Pennsylvania Sewage Facilities Act of 1966 [P.L. 1535] As Amended, Act 537).
6. Ensure the proper completion, processing and prompt recording of all documents associated with subdivisions and land developments, i.e. deeds of dedication for newly created roads; deeds of dedication for additional road right-of-way; storm water management agreements and declaration of easements; access easements; septic system easements, etc.
7. Ensure the submission of Letters of Credit for subdivisions and land developments in a form acceptable to the Township Solicitor.
8. Process and maintain all Ordinances enacted by the Township Board of Supervisors in accordance with applicable law.

9. Process and maintain all Resolutions adopted by the Township Board of Supervisors in accordance with applicable law.
10. Process incoming subdivision and land development applications, including the verification of required submission information and number of copies as required by the Mount Joy Township Subdivision and Land Development Ordinance and the Pennsylvania Municipalities Planning Code (MPC).
11. Maintain and preserve paper and electronic files of subdivision and land development plans.
12. Assist citizens by informing them of Township ordinances and laws, explaining procedures, and/or referring them to the responsible official.
13. Prepare and compile documentation needed by the Board of Supervisors:
 - a. Prepare advertisements and/or legal notices
 - b. Prepare meeting agendas
 - c. Compile documentation required for meetings
 - d. Attend all meetings and prepare meeting minutes
 - e. Prepare meeting schedules
14. Develop and maintain the Township website.
15. Maintain Code of Ordinances updates and ordinance distribution lists.
16. Update information displayed in lobby.
17. Document and provide forms as needed, i.e. Insurance Certificates, Statements of Financial Interest, etc.
18. Record and maintain county tax assessment changes and notices.
19. Assist the Township Receptionist with handling of phone calls and assisting citizens that come into the Township Office.
20. Assist the Township Manager with preparation of specifications and bidding documents for road materials and equipment, place advertisements for bids, and review contracts.
21. Prepare and compile documentation needed by the Park and Recreation Board:
 - a. Prepare advertisements and/or legal notices
 - b. Prepare meeting agendas
 - c. Compile documentation required for meetings
 - d. Attend all meetings and prepare meeting minutes
 - e. Prepare meeting schedules
22. Provide staff support as needed.

23. Perform all duties outlined for the Township Secretary in the Mount Joy Township Accounting & Financial Policies & Procedures Manual.
24. Prepare and submit all grant applications for funding Township projects, seeking assistance from other Township staff for technical expertise as needed.
25. Serve as the Township's Open Records Officer and process all Open Records requests in accordance with applicable law.
26. Maintain the Township seal for safe keeping and proper use.
27. Maintain a file of the oath of office of all persons elected or appointed to any Township office.
28. Attend and participate at local government conventions and professional association meetings to keep abreast of new developments in local government.

ADDITIONAL DUTIES

Additional duties as required by the Board of Supervisors or Township Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive knowledge of the Second Class Township Code
2. Comprehensive knowledge of the PA Municipalities Planning Code
3. Above average time management, organizational, communication and customer service skills in an office environment with a large degree of public interaction and information service
4. Medium to high level of knowledge of computer applications and software
5. Familiarity with general office equipment
6. A genuine interest in serving the public with a patience and understanding of the public as a taxpayer

MINIMUM QUALIFICATIONS

1. Five years of experience in a highly responsible position in project coordination and publications preferably in the government sector
2. Associate Degree in Public or Business Administration or the educational equivalent, or
3. A combination of experience and continuing education in appropriate fields sufficient to provide essential skills and knowledge for this position