

Borough Secretary – Borough of Ben Avon

Position Description

25-30 hours per week. Hourly. This position does not include benefits.

Borough Secretary is an appointed position as required and defined by the PA Borough Code. The secretary is responsible for taking minutes of all public meetings of borough council, recording and certifying ordinances, attesting to the execution of documents and is the custodian of borough records.

The Secretary is also the Open Records Officer for the Borough and is an integral part of the overall management of the Municipality. The Secretary interacts with every Borough Department and council committee and works very closely with and under the direction of Council.

You will be responsible for performing administrative and secretarial duties. You will possess significant knowledge of the policies, procedures and organization of the Municipality, as well as the ability to communicate with residents, professionals and representatives from various governmental agencies.

You will be able to work independently and effectively, and manage multiple projects simultaneously. You will demonstrate a high level of integrity, trustworthiness, respect, and team collaboration. You should be flexible and adaptive, demonstrating a willingness to undertake both mundane and high profile tasks.

A broad overview of your duties includes but is not limited to:

- Work with various agencies, utilities & boards to update, file and distribute as needed all records, invoices and required paperwork. Examples include real estate transfers, dye tests, Keystone Collections, ALCOSAN, Zoning Hearing Board, ADP payroll processing, Jordan Tax Service. Communicate results, collections, credits, updates or next steps to appropriate agencies as needed.
- Prepare and file all reports required by various state and local departments annually and for audits.
- Work with Council Finance Committee and 3rd party vendor assisting with invoice preparation, financial reports, and budgeting process
- Work with Borough Solicitor on required advertisements, Resolutions or Ordinances passed by Council, and other items as needed.
- Attend Council of Government meetings for borough secretaries and managers.
- Manage all advertisements, paperwork and notices required for borough projects and bids.
- Update Borough website and social media regularly.
- Manage all requests, contracts and fees for rental of the borough facilities.

Position Requirements:

- High School/GED required, Associate's or Bachelor's degree preferred.
- 3-5 years administrative support, office management and data entry/word processing experience required
- Experience working in a Municipality or government office is strongly preferred
- Multimedia skills preferred; proficient in the use of social media, simple Website updates, Cloud-based document storage and MS Office applications.
- Excellent organization, planning and oral/written communication skills required. A confident communicator.
- Positive attitude and ability to work well with others and as a member of a team. Good at building relationships within the organization and externally.
- Flexibility to work some evenings for Council meetings
- Exhibits strong problem-solving and reasoning skills.
- Self-motivated with a positive and professional approach
- Experienced with public contact and customer service.
- Strong editing and proofreading skills.

Applicants, please submit cover letter and include references on your resume. Interviews conducted on a rolling basis. Start date as soon as possible.

**Send resume and cover letter electronically to:
Borough of Ben Avon
benavon@benavon.com**