



Borough of Mount Penn

"The Friendly Borough"

John A. Becker Municipal Building

200 N. 25th Street

Reading, PA 19606-2091

Phone: (610) 779-5151 Fax: (610) 779-5221

May 9, 2025

Job Opening Announcement

Position: Borough Secretary

The Borough of Mount Penn is accepting applications for the position of Borough Secretary. This full-time, hourly position plays a vital role in maintaining the office and administering key programs.

Primary Responsibilities:

- Provide administrative, clerical, and confidential support for Borough operations, including phone coverage, resident services, and public correspondence.
- Administer Borough programs including Property Transfers, Rental Unit Registration, Vacant and Defaulted Mortgage Property Registration, and the Crime-Free Residential Rental Housing program.
- Coordinate and process applications for zoning, permits, public hearings, and land development, including public notices.
- Prepare, organize, and maintain records such as payroll, employee files, insurance forms, financial statements, and contracts.
- Process bi-weekly payroll and payables in conjunction with the Borough Manager.
- Maintain calendars, schedule meetings, and assist with Borough newsletters and communications.
- Assist with new employee onboarding, insurance enrollment, and benefits-related tasks, including HIPAA-compliant data handling.
- Assist the Borough Manager and other staff as needed, including transcription of legal documents and supporting Council meetings.

Minimum Qualifications:

- High school diploma or equivalent required.
- At least 4 years of administrative, clerical, or closely related experience.
- Strong proficiency in Microsoft Office, especially Microsoft Excel.
- Associate or bachelor's degree preferred.
- Must possess a valid Pennsylvania Driver's License.
- Fluency in English required; Spanish fluency is a plus.
- Comfortable navigating occasional stressful interactions with the public.

Wages & Work Schedule:

- Starting hourly rate: \$25.00
- Regular Work Schedule: 40 hours per week/8:00 AM – 4:00 PM (Monday through Friday)
- Additional hours during public meetings or special occasions.
- Paid 30-minute Lunch and 15-minute Breaks

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Benefits (per the Borough Employee Handbook):

- Health, dental, and vision insurance coverage.
- Short-term and Long-term disability coverage.
- Paid vacation, sick leave, and holidays.
- Enrollment in a Defined Contribution Retirement, 401(a), Plan beginning January 1st, 2026.
- Compensatory time and Overtime in accordance with Borough policy.

Application Process:

- 1) Candidates should submit an application (available at Borough Hall or on the Borough's Website) and resume to the Borough Manager at Borough Hall or email the resume and application form to: hahrens@mtpennborough.com.
- 2) Applicants must also submit a Notice of Violation draft based on the prompt provided on the Borough's website. Applicants may use whatever means to complete the assignment, but must return their original response. The Notice of Violation assignment will be reviewed with resumes and applications.
- 3) Applications will be reviewed and responded to after 15 calendar days (May 23, 2025), and the first interviews may be scheduled for the week of May 26, 2025, and thereafter. Applications will be accepted until the position is filled.
- 4) Candidates invited for an interview will complete a pre-interview packet when arriving, assessing their knowledge, skills, and abilities to perform key job responsibilities. They will also participate in verbal interviews. Please allocate up to 2 hours total. Interviews will occur with a two-person interview team, including the Borough Manager.
- 5) The final candidate(s) will participate in an interview with the Borough Council's Personnel Committee. Please allocate up to 1 hour total.
- 6) The Borough will offer a contingent offer of employment that requires successful completion of a background check, drug and alcohol examination, and a credit review.
- 7) After successfully completing all screenings, the candidate will be forwarded to the Borough Council for a vote to hire. An affirmative vote by the Borough Council will be a formal offer of employment and approval to hire. This vote could come as early as June 24, 2025.

Applications will be accepted until the position is filled. The Borough of Mount Penn is an Equal Opportunity Employer.

Sincerely,



Hunter L. Ahrens
Borough Manager