



Position Title:	Borough Secretary
Position Type:	Office Operations, Full-Time
Classification:	Management/Confidential
Reports To:	Borough Manager
Schedule:	8:00 AM – 4:00 PM, Monday – Friday
Approved:	May 8, 2025

Job Summary

This position is an essential part of the Borough's operations, serving as the primary office staff member, assisting the Borough Manager, supporting the Borough Council, assisting residents and stakeholders, and administering several critical Borough Programs.

Inter-Personal Objectives

This position is a high-trust position. The Borough Secretary must be trustworthy, supportive, empathetic, transparent, self-motivated, organized, courteous, and kind. The Borough Secretary should be able to multi-task, take ownership and responsibility, and be open to criticism and share constructive criticisms with the Borough Manager on office operations in support of the Borough's mission to serve residents.

Supervisory Responsibilities

- May train other administrative, clerical, and secretarial staff.
- May direct Receptionist/Clerk/Typist/Support Position(s) with day-to-day responsibilities.

Essential Duties and Responsibilities

- Performs various secretarial, clerical, and administrative duties, but with specialized attention to the fact that the information, decisions, and communication may be sensitive or confidential.
- Perform all duties outlined in the Borough Code, Sub-Chapter C for the office of Borough Secretary (Article VIII) and serve as the appointed Assistant Borough Secretary. In the event of the Borough Secretary's absence or vacancy, fulfill the duties of the Borough Secretary at the direction of the Borough Council.
- Receive residents and other visitors at the Borough office, answer phones, and advise the Borough Manager of issues or questions requiring their attention.
- Coordinate and administer, with direction from the Borough Manager, the Property Transfer Use and Occupancy Permit program; Rental Unit Registration program; Vacant Property Registration program; Defaulted Mortgage Property Registration program; and Crime Free Residential Rental Housing program.

Mt. Penn Borough

Borough Secretary Job Description

- Schedules meetings and appointments, maintains calendars for assigned stakeholders, the Borough Manager, or members of the Borough Council.
- Prepares confidential reports such as statistical and financial reports for distribution.
- Maintains and files confidential records, such as employee records, contract negotiations, and any notes and data related to those files.
- Provides, whether personally or through other available staff, skills such as typing, filing, and mail management. Forwards mail to appropriate recipients.
- Processes bills to be paid with the date of receipt, clerical review for accuracy, and assigns DCED Chart of Account Number.
- Processes bi-weekly payroll in conjunction with assistance from the Borough Manager.
- Assist new employees with their participation in Borough-provided insurances and benefits, including insurances where HIPAA regulations exist.
- Transcribes legal documents and confidential reports; acquires official signatures as required.
- Accept, process, and submit permit and license applications to the zoning/building code official/code inspectors/borough manager, as appropriate.
- Accepts and processes Zoning Hearing Board Applications, public hearing applications to the Borough Council, and Land Development Applications, including the posting of public notices.
- Creates and maintains property files.
- Types Zoning correspondence in conjunction with the Borough Manager.
- Schedules Use of Borough Facilities.
- Assists and leads the Development of the Borough Newsletter.
- Schedule routine CDL drug tests and maintain CDL employee records.
- Assist and/or handle benefits claims and statements, keep records of time-off allowances, and handle medical reimbursements.
- Assist in the maintenance of personnel records.
- Performs other related duties as assigned.
- Assists Borough Manager, or other staff, as directed.
- In the prolonged absence of a Borough Manager, the Confidential Secretary shall have the responsibility to inform the Borough Council of those items pertinent and critical of their attention.

Education and Experience

- High School diploma or equivalent required.
- At least four years of closely related experience is required.
- Proficiency in Microsoft Office Suite, especially Microsoft Excel.
- Associate's or Bachelor's degree a plus.
- Registered Pennsylvania driver.
- Fluency in English required. Fluency in Spanish is a plus.

Physical Requirements

- Must be able to navigate stressful phone calls from residents or stakeholders who may be confrontational at times.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

PHYSICAL DEMANDS										
Position of Borough Secretary										
NOTE: In terms of an 8-hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time.										
I. In an 8-hour workday, this job requires the physical ability to: <i>Please check (X) maximum capability for each activity.</i>										
<i>TOTAL AT ONE TIME</i>										
A. Sit (ex. Typing on Computer)	1	2	3	4	5	6	7	8 <u>X</u>	Hours	
B. Stand	1 <u>X</u>	2	3	4	5	6	7	8	Hours	
C. Walk	1 <u>X</u>	2	3	4	5	6	7	8	Hours	
<i>TOTAL DURING AN ENTIRE 8-HOUR WORKDAY</i>										
A. Sit (ex. Typing on Computer)	1	2	3	4	5	6	7	8 <u>X</u>	Hours	
B. Stand	1	2 <u>X</u>	3	4	5	6	7	8	Hours	
C. Walk	1	2 <u>X</u>	3	4	5	6	7	8	Hours	
II. Job Requires:										
1. Physical ability to LIFT:	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY						
A) Up to 10 pounds	<input type="checkbox"/>		<u>X</u>	<input type="checkbox"/>						
B) 11-20 Pounds	<input type="checkbox"/>	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>						
C) 21-30 Pounds	<input type="checkbox"/>	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>						
D) 31-40 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
E) 41-50 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
F) 51-100 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
G) 100+ Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2.) Physical ability to CARRY:	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY						
A) Up to 10 Pounds	<input type="checkbox"/>		<u>X</u>	<input type="checkbox"/>						
B) 11-20 Pounds	<input type="checkbox"/>	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>						
C) 21-30 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
D) 31-40 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
E) 41-50 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
F) 51-100 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
G) 100+ Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3.) Physical ability to DRAG:	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY						
A) Up to 175 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
B) More than 175 Pounds	<u>X</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Continued Next Page

Mt. Penn Borough
Borough Secretary Job Description

III. Job Requires the physical ability to function in activities involving:

	<i>NEVER</i>	<i>OCCASIONALLY</i>	<i>FREQUENTLY</i>	<i>CONTINUOUSLY</i>
A) Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B) Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) Unprotected heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G) Around moving machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H) Exposure to changes in temperature and humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I) Driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J) Riding a bicycle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K) Exposure to dust, fumes & gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge receipt of this job description and affirm that I have read and understand the job description for the position of Borough Secretary.

Signature

Date

Employee Signature

Employee Printed Name

Borough Manager Signature