

SECRETARY JOB DESCRIPTION

SUMMARY:

The Wysox Township Secretary is responsible for the creation, and maintenance of Township and Board of Supervisors documents, files, discs, records, and all other means of record keeping. The Municipal Secretary's responsibilities include, but are not limited to: creating a friendly and professional work environment, resolving issues for residents, and when necessary bringing any issues and/or problems of residents, vendors, and all that are doing business with the Township, to the attention of the Board of Supervisors. Work is performed independently of supervision, within the Policies, practices, and guidelines outlined by the Board of Supervisors, and the best professional practices. Work is reviewed by the Board of Supervisors through written and oral reports of actions taken, and guidance given.

RESPONSIBILITIES AND DUTIES:

- Gather information and prepare an Agenda for the Board of Supervisors Meetings; attend the meetings of the Board of Supervisors to record the proceedings, and provide practical advice to the members of the Board.
- Inform Buildings, and Codes Enforcement Officer and others doing the business of the Township, of all information, correspondence, Data needs, and requests for Data.
- Coordinate and provide support for all departments providing services to the public, on behalf of the Wysox Township.
- Assist the public with relevant information on Township Rules, Policies and Procedures. Explaining Hearings, Complaint procedures, resolve issues, and/or refer residents to the appropriate person, department, or agency for further discussions.
- Assist Supervisors and the Township Solicitor in preparation of legislative actions by cross checking, editing, transcribing, data collection, advertising, and recording these actions in accordance with applicable laws.
- Maintain all data, and records in accordance with a retention schedule of items, such as: Advertising, Bids, Contracts, Road Repairs, Official Actions, Incident Reports, Solicitor recommendations, Payroll data, employee CDL data, and other documents which facilitate the smooth running of the Township's decision making support requirements.
- Write, edit and correspond with all Agencies, Departments, and persons doing business, or requesting information about doing business with the Township; and responding to Residents inquiries, and E-mails with appropriate information and referrals.

- Record all Ordinances, Minutes, and Resolutions as required by Law.
- Process all Insurance Claims, and gather all supporting documentation.
- Prepare and file all required documents, forms, and reports required by State and Federal agencies, and Insurance carriers.
- Communicate and where possible, disseminate information in a timely fashion, to the Township Board of Supervisors, Solicitor, Codes Enforcement Officer, Township Commissions, Boards, sub-committees, and program coordinators.
- Track and Post all meetings and special meetings.
- The Wysox Township Secretary is designated as the Open Records Officer for the Township.
- To assist the Treasurer in the performance of the Treasurer's job description herein.
- To assist the Treasurer to pay expenses and other financial obligations upon the approval of the Board of Supervisors; scheduling payments to the Township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
- Perform bookkeeping and accounting functions, and report on Township funds, and accounts.
- To assist the Supervisors and the Treasurer in the preparation for annual Budget.
- Prepare documents for the annual Audits.
- Prepare Payroll and maintain records for Wysox Township employees.
- Inform the Supervisors and Treasurer of the short term investments of Wysox Township funds, and maintain investment schedules.
- All other duties as assigned/required by the Board of Supervisors.
- Prepare all Act 13 documents.
- Maintain a file of the Oath of Office submitted by Township Officers and elected officials.
- The Secretary will consult with the Chairman of the Board of Supervisors on daily business questions.

TOWNSHIP TREASURER JOB DESCRIPTION

RESPONSIBILITIES AND DUTIES:

- Receive all monies due the Township and deposit the same promptly upon receipt thereof in the depositories selected by the Board of Supervisors;
- Keep a distinct and accurate account of all monies received by the Township. All money shall be segregated into funds as required by law and/or Township financial policy.
- Prepare an accurate monthly Treasurer's Report for presentation at the public meeting of the Board of Supervisors. Said Report shall include all receipts, account balances and investments held.
- Prepare a list of all bills received and submit to the Board of Supervisor at a regular meeting for approval.
- Prepare checks for payment of bills approved by the Board of Supervisors;
- Present to the Supervisors a monthly budget comparison report for all Township funds.
- Maintain Township employee payroll records.
- Maintain all Township financial records in an orderly fashion for presentation to the auditors for the required annual audit.
- Complete all State required financial forms for submission as required by law.
- Prepare financial projections and special financial reports on an as needed basis.
- Assist in the preparation of the Township's annual budget.
- Attend and participate in municipal association meetings in order to maintain professional affiliations and keep abreast of new developments in municipal finance as needed.
- The Treasurer should keep well informed on the interpretation of Township policies, Township Code, and other regulations for the proper procedure of maintaining Township financial records.