



Applications are now being accepted for the following position in Potter Township. Those who qualify and are interested should submit an application by mail to the Potter Township office at 124 Short Road, Spring Mills, PA 16875 or by email to: secretary@pottertownship.org.

The full posting can be viewed and an application downloaded from our website at <https://pottertownship.org/category/employment-opportunity/>

Position Summary:

This is a public office, by appointment of the Potter Township (the “Township”) Board of Supervisors, which involves complex administrative duties. The Secretary is responsible for the maintenance, retention and disposition of Township records consistent with the law, ensuring that the Supervisors are informed of all Township meetings and special meetings, ensuring that Township business is properly transacted, policy and law established by the Board of Supervisors is properly executed, and ensuring that the problems and questions of citizens are attended to or brought to the Supervisors' attention. Work is performed independently with decisions being made in accordance with the Second Class Township Code and other Pennsylvania law, as well as the established rules, ordinances and policies of Potter Township. The Board of Supervisors oversees the work through written and oral reports of actions taken.

Base Pay:

\$20.00-27.00/hour based on experience
Non—Exempt

Hours:

Part—Time (24 Hours)
Additional Hours during peak seasons

Education Preferences:

Associate or Bachelor’s degree in public administration, business, or a related field is preferred.

Work Experience Requirements/Preferences:

- Three to five years in an administrative or office manager role.
- Public Administration experience or knowledge of municipal administration preferred
- Knowledge of Quickbooks

Essential Functions for which Secretary is Responsible:

1. Overseeing the day-to-day operations of the Township and executing policies adopted by official action of the Board of Supervisors.
2. Answering telephone calls and receiving and assisting walk-in visitors by ascertaining needs, and providing copies of public records, in response to requests for public records pursuant to the Pennsylvania Right to Know Law (i.e., serving as the Township’s open records officer).
3. Answering routine inquiries and/or referrals to the appropriate person, department, or agency, and working in conjunction with the Township’s Solicitor when legal questions arise.
4. Greeting visitors, accepting payments, dispensing documents, and preparing receipts.
5. Receiving and distributing incoming mail and electronic mail and other material, and maintaining the filing system/databases.
6. Replying to correspondence, preparing reports, memos and other documents.



7. Acceptance of the following applications from interested applicants:
 - a. Zoning Hearing Board
 - b. Historical Architecture Review Board and Historical Review Board
8. Preparing and posting agendas for Supervisor meetings, consistent with Pennsylvania Sunshine Act.
9. Attending all regular and special meetings of the Township Board of Supervisors, keeping a record of proceedings, ensuring that minutes are recorded for each meeting, and maintaining a minute book, consistent with the Pennsylvania Sunshine Act and the Second Class Township Code.
10. Receiving and posting agendas for Planning Commission, Zoning Hearing Board, and Park and Rec Meetings, consistent with the Pennsylvania Sunshine Act.
11. Informing Planning Commission of correspondence received and providing procedural advice.
12. Ensuring that legislative actions are properly enacted by typing, checking, researching, advertising, and recording the action as required by law and, when in doubt, consulting the Township's Solicitor.
13. Maintaining records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
14. Assisting Supervisors and Solicitor in preparation of legislative actions by typing, checking, advertising and recording the action as required by law.
15. Working independently and with diplomacy and tact when interfacing with members of the public and in performing public duties.
16. Establishing, indexing and maintaining files in an organized manner, so that documents can be filed and retrieved with ease.
17. Depositing receipts, and providing invoices, evidence of payments, and other financial records to the Treasurer in a timely manner. Keeping accurate records of all items.
18. In coordination with Township Solicitor, ensuring Township compliance with state, local and federal laws and regulations.
19. Working with other Township boards, commissions, or outside groups, as directed by the Board of Commissioners.
20. Providing positive representation of the Township in the community and media, consistent with the directions of the Board of Supervisors, and when relating to a litigation or legal issue, the Township Solicitor.
21. Providing required publication and other forms of notice for adoption of all Township ordinances and keeping an up-to-date copy of all ordinances, resolutions, and official actions on behalf of the Township, in accordance with Second Class Township Code.
22. Maintaining the Township seal for safe keeping and proper use.
23. Preparation of Township newsletters.
24. Keeping a record of all proceedings involving the laying out, opening or vacating of any Township roads, including maintaining a file of any Court Orders relating to same.
25. Consulting with the Township Solicitor on legal questions, uncertainties, or matters requiring interpretation of applicable laws, regulations, or policies.

EQUAL OPPORTUNITY EMPLOYER