

### **Borough Secretary Requirements:**

The Borough Secretary shall be responsible to keep full minutes of the proceedings of Borough Council; shall transcribe the bylaws, rules, regulations and ordinances adopted into a book kept for this purpose; preserve the records and documents of the Borough, shall have custody of the corporates seal; shall certify copies of any book, paper, record, bylaw, rule, regulation, resolution, ordinance or proceeding of the Borough, under the seal; shall attest the execution of all instrument, record all ordinances and attest the same by signature.

Employee must be computer literate and be able to use, transmit, receive and manipulate data and information in commonly used word processing, spreadsheet, email, internet access and geographic information system programs, particularly those programs currently used by the Borough.

Must be able to plan and develop an annual budget; administer and manage the budget within its parameters; plan, organize, and oversee the most economic use of labor and materials and plan for and fund future capital needs. Experience with QuickBooks and Accounting is a MUST.

Employee must be able to analyze problems, plans, projects, policies and Borough operations; develop new ways of resolving problems, restructuring operations and accomplishing objectives; use judgment in making decisions affecting immediate and long-range Borough operations and services provided the public; and use planning clearly and effectively in order to provide efficient Borough operations and quality service to the public.

Employee must be able to develop and maintain positive and constructive inter/external relationships; function as a team player; give and receive constructive criticism; resolve conflicts; recognize needs and sensitivities of others; treat others in a fair and equitable manner; deal appropriately with conflict; and be respected and trusted by others.

Employee must also be able to utilize public relations skills, specifically when dealing with residents and the media. Employee must maintain an image of the Borough to the community that represents service, vitality, and professionalism.

### **Education and Experience:**

A bachelor's degree in public administration, business administration, accounting or a related field from an accredited college and three years of managerial and/or administrative experience of a business or a public agency requested, or any equivalent combination of education or experience. Employee must possess a Pennsylvania driver's license.

Candidates will be required to pass a Pennsylvania State Police Criminal Records Check, Pennsylvania Child Abuse History Clearance. This is a bonded position.

A cover letter, resume and three (3) professional references can be submitted to [info@southgreensburg.org](mailto:info@southgreensburg.org) or mailed to 1515 Poplar St. Greensburg, PA 15601.