SECRETARY/TREASURER

**DEFINITION:**

Responsible for the maintenance of Township records, seeing that Township business is properly transacted, and seeing 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 established rules and policies. Work is reviewed by the Board of Supervisors through written and oral reports of actions taken.

**JOB RESPONSIBILITIES:**

* Prepare agenda for Supervisor meetings, attend meetings to record minutes and provide procedural advice.
* Inform Planning Commission of correspondence received and provide procedural advice.
* Maintain files on all subdivision/land development plans.
* Assist citizens by informing them of Township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.
* Pay bills and other obligations upon approval of the Supervisors, scheduling payments to the Township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
* Assist Supervisors and solicitor in preparation of legislative actions by typing, checking, advertising and recording the action as required by law.
* Perform bookkeeping functions and accounts for Township funds.
* Prepare payroll and maintain records for Township employees.
* Issue building and road permits along with collection of fees and prepare permit reports.
* Maintain other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.
* Write, and respond to, letters.
* Sign all checks.
* Prepare Treasurer's reports.
* Record all ordinances, resolutions, etc.
* Process all insurance claims.
* Preparation of Budget.
* Manage short term investments of Township funds and maintain investment schedules.
* Prepare and file all required forms and reports required by state and federal government and insurance carriers.
* Communicate with Township Engineer, Solicitor and other Township Boards.
* Other miscellaneous duties as may be required by the Supervisors.
* Oversee Tax Collector and Sewage Enforcement Officer and maintain records respectively.

**The PSATS Ordinance Database includes examples that townships can use when developing their own ordinances, job descriptions, and personnel regulations. Please keep in mind that these examples are merely models and should only be used as a guide in developing your own ordinance, job description, or personnel regulation. PSATS encourages township officials to review and discuss all proposed ordinances, job descriptions, or personnel regulations with their township solicitor. Also, please keep in mind that PSATS cannot guarantee that a model ordinance, job description, or personnel regulation has or will withstand a court challenge.**

**To use the database, you can browse for ordinances, job descriptions, or personnel regulations by choosing a category such as “Job Descriptions” or “Roads/Streets.” Search for ordinances by using keywords such as "snow", "road maintenance", "nuisance", or other words that are relevant to your request.**

**If you can't find what you're looking for…new ordinance files are constantly being added to this site. However, there may be instances where we do not currently have what you are looking for. If you can't find a specific ordinance, try submitting a request for one. Click on the Ordinance Request link, fill out the form and click on submit. After receiving your request, we will try to locate a sample ordinance for you.**