

Borough Secretary

Borough of Archbald

March 18, 2022

Deadline: Friday, April 1, 2022

POSITION: Borough Secretary
DEPARTMENT: Administration
SHIFT: Dayshift, 20 hours/week
SALARY: \$15.00/hour

Qualified, interested candidates **must submit a letter of interest, current resume and application.** Email: rturlip@archbaldboroughpa.gov

The Borough of Archbald is an equal opportunity employer.

Position description available upon request.

Position Summary

Typical job duties may include but are not limited to:

The Borough Secretary performs a variety of responsible, complex, and confidential administrative duties as authorized by ordinance and as outlined in the in the Pennsylvania Borough Code. The appointed officer of the borough shall be eligible to serve on any board, commission, or other agency created by or for the borough or for any borough office created authorized by statute and may accept appointments under the statute. The position involves exposure to confidential information and contact with the public. Under the direction and supervision of the Borough Manager, the incumbent is required to be knowledgeable about Borough operations in order to provide senior level administrative support to the Borough Manager. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. This is a part-time non-bargaining unit position.

Minimum Qualifications

High school diploma or GED; supplemented by two or more years of administrative or secretarial experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license. Associate degree preferred. Notary Public license preferred.