



New Garden Township

299 Starr Road

Landenberg, PA 19350

www.newgarden.org

610.268.2915

Township Secretary

Department: Administration

Status: Non-Exempt

Reports to: Township Manager

Salary: DOQ

Position Summary:

- The Township Secretary performs a variety of responsible, confidential and complex administrative support tasks directly related to the operation of the Township Manager's office. This position works under the general supervision of the Township Manager. Work involves initiative, independent judgment, and problem-solving.
- Work is performed during regularly scheduled hours and may involve additional hours as needed.
- Monthly Informational & General Affairs evening meeting attendance on occasion.

Essential Duties & Responsibilities

- Attends all regular and special meetings of the Board of Supervisors. Sets up the room for meetings and takes notes for use in preparing the minutes.
- Prepares meeting minutes of the Board of Supervisors meetings and other Township meetings as necessary.
- Accept or assign and oversee acceptance of the following applications:
 - Subdivision/Land Development
 - Zoning Hearing Board
 - Conditional Use applications
 - Building Code Appeals
- Maintain and update various information relating to Boards, Commissions, Staff, addresses, and more.
- Performs the Township Secretary duties as are prescribed in the Second-Class Township Code.

- Assist with compilation and distribution of monthly agendas for Board of Supervisors' meetings, Planning Commission, Zoning Hearing Board, Open Space Review Board, Parks and Recreation Board and any other Boards, Commissions or Committees as dictated by the Township Manager.
- Maintain Ordinance Books, Resolution Books, Board of Supervisor's Minute Books, Code Books, General Orders (Policy) Books, updating as necessary.
- Oversee the proper record keeping and maintenance of files – Parcel files, Subdivision and Land Development files, Zoning Hearing files, Conditional Use files, Historical files, financial files, bid files, annual files, etc.
- Update Township website, Facebook pages and other social media as needed
- Coordinate the Township newsletter.
- Responsible for records retention and disposition.
- See that legislative actions are properly enacted by typing, checking, researching, advertising, and recording the action as required by law.
- Research grant opportunities and share them with Township Manager and complete grant applications for grants that the Township wishes to secure.
- Any other administrative duties as directed by the Township Manager
- Appointed Recycling Coordinator. Manages all 904 and 902 Grants and clerical recording of grant and recycling information.
- Assists Township Manager as Right to Know Clerk.

Required Education, Experience & Training

Graduation from college/business school with emphasis on administrative, clerical, and computer skills preferred, and at least five years of progressively responsible administrative experience, preferably with a local government and/or government agency.

Required Knowledge, Abilities & Skills

- Considerable knowledge and efficient use of computers and electronic data processing.
- Considerable knowledge of modern office practices and procedures.
- Excellent written and oral communication and interpersonal skills; computational skills, skill in operating the equipment listed below.
- Ability to interact, direct, and/or transact government business with Department Directors, Township Solicitor, Township Engineer, various public officials, agencies, etc.
- Ability to deal with Supervisors, residents, business owners, Township employees, and others on a professional basis. Due to the nature of the position, the Township Secretary must be precise and attentive to detail; ability to speak clear and fluent English.

- Ability to plan, organize and complete assigned tasks in a timely fashion.
- Ability to organize and maintain records and files.
- Ability to analyze and prepare reports.
- Ability to maintain confidentiality where necessary.

Physical Demands and Working Environment

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands, to finger, handle or feel objects, equipment or controls, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

The statements are intended to describe the general nature and level of work to be performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required to perform the job.