



Valencia Borough Pennsylvania

Position: Valencia Borough Secretary

Reports to: Valencia Borough Council

Position Summary:

Serve as the Borough Secretary. Provide administrative support to the Valencia Borough Council and Planning Commission.

Part-time: approximately 20-40 hours a month.

How to Apply: Email your resume and cover letter to boro@valenciaboro.org and reference the position you are applying for in the subject of your email.

Responsibilities:

- Take and distribute accurate minutes for Borough Council meeting
- Take and distribute accurate minutes for the quarterly Planning Commission meeting
- Take and distribute accurate minutes for the annual Council reorganization meeting
- Take and distribute accurate minutes for any special meetings
- Prepare materials for Council and Planning Commission meetings
- Fill out and submit appropriate borough, state, federal, and other governmental information for documentation and reporting
- Maintain a list and calendar of governmental reports and due dates
- Gather mail from the Borough mailbox, sort and review, and distribute accordingly on a regular basis
- Properly codify and record Borough ordinances, resolutions, minutes, etc. in both hard copy and online files
- Respond to emails in a timely manner with accurate information
- Answer the Borough phone messages and respond to or forward as necessary
- Maintain and improve online files and hard copy files in the Borough Building
- Document processes for filing of government reports and procedures
- Generate reports for Borough representatives as needed
- Liaison with governmental and community organizations and officials as needed
- Troubleshoot and follow through on problems, discrepancies, and questions
- Take governmental training classes with PSAB and other agencies as needed
- Accurately track and report work hours on a weekly basis
- Coordinate with other employees and Council to ensure scheduling and completion of monthly duties while staying within allocated budgets
- Properly file W2 and other tax forms
- Contribute to the overall performance of the Borough through consistent and high-quality work
- Other tasks and responsibilities as assigned

Skills:

- Excellent organizational skills and attention to detail
- Excellent communication skills
- Ability to solve problems and follow through on tasks
- Ability to multitask



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- Motivated with a self-starter attitude and the ability to work independently
- Intermediate Excel and Microsoft Word
- Basic QuickBooks skills
- Budget management and basic bookkeeping skills
- Must be available the second and fourth Monday of every month from 6:00-9:00 at the Valencia Borough Building for an in-person Council meeting
- Must be available the first Thursday of every quarter from 5:15-7:00 at the Valencia Borough Building for an in-person Planning Commission meeting
- Commit to a minimum of 10-20 hours a month for Borough work
- Must pass a background check
- Must be able to become bonded through Valencia Borough's insurance company
- Reliable and committed to the betterment of Valencia Borough
- Willingness and ability to meet the changing needs and requirements of the job