

## **BOROUGH OF LIBERTY FULL TIME SECRETARY**

The Borough of Liberty is seeking qualified candidates for the position of Full Time Borough Secretary. The Borough Secretary conducts professional and administrative work for the Borough, serving as an integral part of the administrative team, which upholds policies and oversees the goals and strategies for Liberty Borough in support of Borough Council. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. Position requires extensive depth of expertise and knowledge in specialized borough, county, and state laws.

### **Job Duties**

- Maintains Borough record system(s) and keeps up to date registers of business agreements, labor contracts, and minutes of various meetings, correspondence, and other documents.
- Retrieves information as requested by council, staff, and citizens.
- Prepare items for council meetings, agenda, minutes, etc.
- Reconcile bank statements, prepare deposits.
- Oversee bookkeeping functions; record and process bills, print and sign checks, etc.
- Prepare new hire onboarding documents; contact information, I-9, emergency contacts, W4, etc.
- Assist other Borough departments as needed, ordering supplies, etc.
- Monitor contracts and expiration dates.
- Order and monitor office supplies.
- Prepare SHACOG reports for purchasing alliance.
- Submit and maintain insurance reporting • Monthly, Quarterly, and Annual processing and reporting.
- Other duties as assigned by council.

### **Position Requirements**

- High School Diploma or equivalent
- Municipal experience required.
- Financial Background with QuickBooks experience required.
- Microsoft Office Products- Word, Outlook, Excel.
- Ability to manage time and workload effectively, which includes planning, organizing, and prioritizing, with attention to detail.
- Ability to communicate effectively verbally and in writing.
- Ability to consistently exercise discretion, confidentiality, and independent judgment in the performance of the job.
- Ability to learn codified ordinances in accordance with the established system.

Job Type: Full-time, Monday – Friday, 8:00 am – 4:00 pm and some evenings

Pay: Based on experience.

Apply @ 2921 Liberty Way, McKeesport, PA 15133 or [jleber@libertyborough.com](mailto:jleber@libertyborough.com)