

**CUMBERLAND TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA (TOWNSHIP)
1370 FAIRFIELD ROAD
GETTYSBURG, PA 17325**

JOB DESCRIPTION FOR - *TOWNSHIP SECRETARY*

General Definition:

This is very responsible position serving Cumberland Township. This position is 40 hours per week, Monday thru Thursday (four weekdays); paid vacation, holidays, pension, and sick leave with excellent health care benefits. Work involves a variety of administrative and official functions as listed. Work is performed independently within established policies and procedures and is supervised by the full Board of Supervisors and Township Manager.

Completed work is reviewed by the Township Manager for effectiveness in conducting Cumberland Township business. Hourly Rate based off experience between \$24.00 and \$32.00 per hour.

CUMBERLAND TOWNSHIP: Listing of duties:

- Meeting Management – Preparing agendas, attending public meetings, and recording accurate minutes.
- Records Custody - Preserving official township documents, including minute books, ordinances, resolutions, and contracts.
- Maintains an "active" file of subdivision and zoning changes. Manages the advertising and review process, and responses from reviewing agencies. Files enacted ordinances with appropriate agencies.
- Processing legal requirements for subdivision development within the Township. This includes the scope from requesting development agreements to release of maintenance bonds, and entails monitoring expiration dates on development agreements, performance bonds, processing dedication and securing all necessary paperwork.
- Public Notices – Publishing required legal notices and ordinances in newspapers, website, and electronic platforms.
- Administrative Support – Acting as a primary liaison between residents, staff, and township staff.
- Human Resource Support - Acting as a primary liaison with Township Staff
- Maintains active list of all members of Authorities, Boards and Commissions and notifies the Board of Supervisors of pending expiration dates. Maintains a file of potential candidates to fill vacancies and prepares necessary paperwork.
- Assists with Right to Know requests (Assistant Right to Know Officer)
- Prepares bid documents, submits advertisements for bids, informs department heads of pending expiration of contracts, maintains bid file, and processes all incoming and outgoing bid documents. Maintains contract file and processes contracts and performance bonds; notifies all unsuccessful bidders of bid results. Monitors contract prices against contractors' invoices throughout the year.
- Periodically attend conferences, seminars, or training classes to continually improve skills and keep apprised of current procedures and legislation.
- Work with the Township Manager on a variety of matters on a daily
- Other duties as appropriately assigned.

Required Knowledge and Skills:

- Ability to learn and apply a variety of laws, ordinances, rules, requirements, and procedures.
- Knowledge and proficiency of computer applications such as Microsoft WORD, Excel, Adobe, and other related software applications.
- Knowledge of office methods and procedures.
- Ability to understand and execute written and oral instructions.
- Exceptional writing, spelling, and grammar.
- Strong organizational skills.
- Thorough knowledge of municipal administration involving the work of skilled, semi-skilled, unskilled, and clerical work performing a variety of functions under diverse operating conditions.
- Knowledge of methods and techniques of planning.
- Knowledge of safe work precautions and procedures.
- Ability to maintain detailed records.
- Ability to express ideas and schedule work effectively, both orally and in writing.
- Valid driver's license
- Communication, Teamwork, and Customer Service
- Establish and maintain effective working relations with elected and appointed officials, fellow employees, the public, contractors, associates, staff, government officials, attorneys.
- Ability to maintain confidentiality with respect to all aspects of this position.

Minimum Experience and Training:

- High School Diploma
- Minimum two years of office applications, appropriate computer systems, Microsoft applications, and experience.
- No record of felony or misdemeanor conviction, no record of a DUI conviction and a willingness to submit to a criminal background investigation and a physical examination is required.
- NON-TOBACCO user applicants will have priority in hiring.

This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to modify or add other related duties to the position.

CUMBERLAND TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYERS (EOE). QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, OR VETERAN STATUS. IF YOU NEED ASSISTANCE OR ACCOMMODATION DURING THE APPLICATIONS PROCESS BECAUSE OF A DISABILITY, IT IS AVAILABLE UPON REQUEST. THE TOWNSHIP IS PLEASED TO PROVIDE SUCH ASSISTANCE, AND NO APPLICANT WILL BE PENALIZED AS A RESULT OF SUCH A REQUEST.