

# OLEY TOWNSHIP - SECRETARY / TREASURER

## Official Job Posting & Job Description

|                                                     |                                        |
|-----------------------------------------------------|----------------------------------------|
| <b>Employment Status:</b> Full-Time (Salary/Exempt) | <b>Schedule:</b> Monday through Friday |
| <b>Hours:</b> Flexible scheduling options           | <b>Role:</b> Administrative            |

### Position Summary

The Township Secretary/Treasurer shall serve as the Administrative Officer of the Township, reporting directly to the Board of Supervisors. This leadership role is responsible for the compliant and efficient administration of all municipal affairs and requires exceptional administrative oversight, accurate public record maintenance, and structured fiscal accounting operations.

**Schedule & Compensation:** This is a full-time position operating Monday through Friday and offers flexible daytime hours; however, the selected candidate must be capable of attending mandatory, regular night-time meetings.

### Key Responsibilities & Essential Functions

- **Meeting Administration & Records:** Prepare agendas and post to the official website for all Board of Supervisors, Planning Commission, Historical Architectural Review Board (HARB), and Agricultural Security Area Advisory Council meetings. Attend all evening sessions and record, compose, and archive definitive official minutes.
- **Statutory Document Custody:** Safe-keep and manage the Oley Township official seal, local ordinances, structural resolutions, binding contracts, archival minutes, and comprehensive administrative files.
- **Application & Permit Management:** Accept, evaluate, and formally process all incoming subdivision, land development, variance, special exception, HARB, and peripheral municipal application submissions. Maintain organized, chronological plan files.
- **Daily Administration & Correspondence:** Direct incoming mail, process organizational correspondence, and interface daily with emails and phone inquiries on behalf of the four township bodies.
- **Revenue & Treasury Operations:** Receive, deposit, track, and explicitly account for all municipal incoming revenues across all designated township public funds.
- **Expenditure Oversight:** Direct the structured disbursement of all approved township fund expenditures upon formal authorization by the Board of Supervisors.
- **Invoicing & Claims:** Formulate administrative invoices for outstanding balances owed to the township, ensuring prompt payment processing and initiating proceedings for municipal claims collections.
- **Payroll & Human Resources:** Process internal payroll distributions and systematically maintain updated employee benefits records.
- **Municipal Accounting & Bookkeeping:** Execute core municipal accounting functions via QuickBooks. Log all revenues, expenditures, and necessary manual journal entries strictly utilizing the DCED Chart of Accounts for Pennsylvania municipalities.

- **Financial Audits & Reporting:** Reconcile all corporate bank accounts monthly. Prepare transparent monthly financial reports tracking revenues, expenditures, and budget variances. Coordinate annual independent financial audits, Liquid Fuels Fund audits (Auditor General/PennDOT), Pension Plan audits, and Workers' Compensation insurance verification reviews. Reconcile all bank accounts and prepare a monthly financial report of all revenues and expenditures and monitor the township budget.
- **Budget Formulation:** Draft and submit a comprehensive proposed municipal budget to the Board of Supervisors on or before November 1st annually, profiling structural revenue shifts, infrastructure programs, and administrative objectives.
- **Regulatory Reporting & Compliance:** Compile and submit multiple compulsory technical reports demanded by Federal, State, and County agencies by their statutory deadlines.
- **Grants & Bid Specifications:** Formulate rigorous structural bid specifications for municipal projects, advertise openings, compile bid responses, coordinate public bid openings, and manage grant compliance, reimbursement submissions, and programmatic spending tracking.
- **Risk & Insurance Management:** Monitor township property and liability insurance coverage, oversee annual renewals, verify coverage of assets, mitigate exposures, seek optimal rates, and manage processing of active insurance claims.
- **Right-to-Know Officer:** Act as the primary township Open Records Officer, evaluating, auditing, and executing prompt legal compliance with all statutory Right-to-Know document requests.
- **Public Interface & Digital Assets:** Inform residents regarding local ordinances, map operational procedures, address public service complaints, and manage updates to the municipal website and/or social media.

## Required Professional Qualifications

- High school diploma or equivalent secondary education credential.
- Proven computer proficiency across Microsoft Office tools (specifically Word, Excel, and Teams Meeting solutions). Experience with website updating/maintenance a plus but not required.
- Exceptional written, narrative, and verbal communication competencies.
- Advanced organizational capabilities with the capacity to prioritize multiple competing tasks, timelines, and legal demands.
- High degree of interpersonal skills and diplomatic discretion required to manage sensitive and confidential executive information with high ethical standards.
- Proven capability to interpret, implement, and track local ordinances, policies, and complex state regulatory criteria.
- Strong structural project management and cross-functional coordination skills.
- A regular capacity and willingness to work flexible daytime hours combined with evening public meeting attendance.
- Ability to become a fully bonded municipal official.
- Possession of a valid Driver's License and a clean background record search.

## Compensation

- This position includes excellent benefits including medical, dental, vision, paid time off, and a pension, and is a salaried (exempt) position.
- Salary commensurate with experience, skill, and qualifications.

## Equal Employment Opportunity (EEO) Statement

*Oley Township is an Equal Opportunity Employer. It is the policy of the Township to ensure equal employment opportunity for all applicants and employees without regard to race, color, religious creed, ancestry, national origin, age (40 and over), sex, sexual orientation, gender identity or expression, genetic information, marital status, familial status, veteran status, or a physical or mental disability that does not prohibit the performance of essential job duties. This commitment applies to all aspects of the employment relationship, including recruitment, hiring, placement, promotion, compensation, training, transfer, layoff, and termination.*

## Americans with Disabilities Act (ADA) Statement & Accommodation Notice

*Oley Township is fully committed to complying with the Americans with Disabilities Act (ADA), the Pennsylvania Human Relations Act (PHRA), and all relevant state and federal laws designed to protect individuals with disabilities. The Township provides reasonable accommodation for qualified individuals with documented disabilities to enable them to perform the essential functions of the Secretary/Treasurer position, unless doing so would impose an undue hardship on Township operations.*

**Requesting an Accommodation:** *If you are a qualified applicant with a disability and require a reasonable accommodation to participate in the application, interviewing, or pre-employment testing process, please contact the Oley Township Administrative Office at 610-987-3423 or via email at [main@oleytownship.org](mailto:main@oleytownship.org). Please make your request known as early as possible in the process to allow the Township sufficient time to arrange the necessary accommodation.*