

## JOB DESCRIPTION

1. NAME OF EMPLOYEE (LAST NAME FIRST)				SOCIAL SECURITY NUMBER				3. REQUEST INITIATED BY [ ] EMPLOYEE [ ] WATER AUTHORITY			
3. PRESENT CLASS TITLE  SECRETARY - TREASURER						POSITION NUMBER			PAY RATE  Salary \$48,000-\$52,000		
4. REGULAR SCHEDULE OR HOURS OF WORK 40 HOURS A WEEK									WORK IS		
DAY:	MON	TUES	WED	THUR	FRI	SAT	SUN	[ X ] FULL-TIME [ ] PART-TIME [ X ] PERM [ ] TEMP			
HOURS FROM	8:00	8:00	8:00	8:00	8:00			LENGTH OF LUNCH PERIOD: 1 HOUR			
TO	5:00	5:00	5:00	5:00	5:00			TOTAL HOURS PER WEEK: 40 HOURS			

### 5. JOB DUTIES

- Advertise job vacancies; review applicant’s qualifications, check references, and schedule interviews upon personnel committee request. Include any action taken by the authority of this subsection in the appropriate meeting minutes.
- Meet with the Authority Board Finance Committee to prepare the annual budget.
- Be responsible for the administration of the budgets after adoption by the Authority Board.
- Hold such other offices as the Authority Board may from time to time direct, including Pension Administrator, Payroll Coordinator, Benefits Coordinator, Right-To-Know-Law Officer, and HIPPA Officer and any other position not precluded by law.
- Attend all meetings of the Water Authority Board and take appropriate minutes. Attend committee meetings as requested by the committee chair.
- Prepare the agenda for each meeting of the Water Authority, supply facts pertaining thereto, and participate in discussion upon the request of the Authority Board.
- Submit monthly reports on the condition of the Authority finances and such other reports as the Authority Board requests and make such recommendations as deemed necessary.
- Submit a complete report on the financial and administrative activities of the Water Authority for the preceding year as soon as possible following the close of the fiscal year.
- Promptly invoice, bill, and pay all financial obligations of the Authority and ensure that proper proceedings are taken for the security and collection of all the Water Authority Business.
- Prepare quarterly water bills for all authority customers in a timely manner following receipt of meter values.
- Manage the financial affairs of the Authority which shall include, but not be limited to, the investment and reinvestment of Borough funds, the purchase of certificates of deposit, selection of depositories and related activities, all of which must be permitted by law and with prior approval by the Authority Board. Such transactions shall be reported to the Authority Board following the completion of such transactions. Submit an updated report of the transactions each month thereafter. A full review of all the transactions shall be a part of the biannual reorganization meeting.
- Keep full minutes of the proceedings of the Water Authority; transcribe the bylaws, rules, regulations, and resolutions adopted into a book kept for this purpose; preserve the records and documents of the Authority, shall have custody of the corporate seal; shall certify copies of any book, paper, record, bylaw, rule, regulation, resolution, ordinance or proceeding of the Authority, under the seal; shall attest the execution of all instrument, record all ordinances and attest the same by signature; shall file of record proof of service of all notices required by law.
- Be familiar with the requirements of the Sunshine Act and records retention laws.
- Consult with the Solicitor on an as needed basis.
- Review contracts, franchises, leases, and permits to verify their conformance with the agreed terms.
- Research grant opportunities and apply for all applicable grants to replace authorities aging infrastructure.
- All other duties as assigned.

**6. EDUCATION AND EXPERIENCE**

- Proficient knowledge of Microsoft 365 (Word, Excel, Teams, OneDrive), and QuickBooks; and the ability to easily learn additional software is preferred:
- High School Diploma or General Equivalency Diploma (GED) is required.
- Higher Education and or equivalent experience in Business related field is preferred.

The successful candidate will be a self-starter, have excellent communication skills, a positive attitude, and the desire and ability to serve a diverse range of customers. The candidate must be well organized, have keen attention to detail and be dedicated to customer service. Confidence in learning new software programs, commitment to meeting deadlines and the ability to switch priorities is a must.

**7. ORGANIZATIONAL CHART:**

<b>WATER AUTHORITY BOARD</b>			
<b>WATER AUTHORITY CHAIR</b>			
<b>MILESBURG BOROUGH WATER AUTHORITY SECRETARY - TREASURER</b>			

**CERTIFICATION:**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE ALL STATEMENTS SHOWN ABOVE ARE CORRECT.

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SIGNATURE OF EMPLOYEE
DATE

EMPLOYEE’S IMMEDIATE SUPERVISOR’S SIGNATURE:	PERSONNEL COMMITTEE CHAIR:	DATE:
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**TO BE COMPLETED BY THE AUTHORITY**

APPROVED POSITION CLASSIFICATION

MILESBURG BOROUGH WATER AUTHORITY SECRETARY - TREASURER POSITION #005

AUTHORITY BOARD CHAIR SIGNATURE:	DATE:
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