

Borough of West Mayfield
Official Job Description
Borough Secretary

Rev: 2026-07-08

Approved by Council: July 8, 2026

Position Overview.....	1
Qualifications.....	2
Education & Experience.....	2
Key Skills & Abilities.....	2
Financial Acumen.....	2
Legal Knowledge.....	2
Technical Skills.....	2
Communication & Interpersonal Skills.....	3
Administrative Capabilities.....	3
Physical Demands.....	3
Administrative Requirements.....	3
Core Duties & Responsibilities.....	3
Administrative & Municipal Record-Keeping.....	4
Compliance.....	4
Customer Service.....	4
Human Resources.....	4
Professional Development.....	5
Other Expectations.....	5
Compensation.....	5

Position Overview

The West Mayfield Borough Secretary (BS) is a statutory officer position (as permitted by the Pennsylvania Borough Code), serving as the Borough's primary administrative manager.

The Borough Council holds ultimate authority over the position of Secretary. The specific boundaries of this authority include:

- Appointment and Tenure: The Council appoints the BS to an indefinite term of employment. The BS serves at the pleasure of the council, and may be dismissed at any time without cause by a majority vote of the Council.
- Compensation: The BS is a paid, salaried position. The Borough Council establishes the pay and benefits for this position.
- Duties and tasks: Council has the authority to assign additional duties and tasks as necessary.
- Separation of Powers: Elected borough officials, such as the Mayor or members of the Borough Council, are legally prohibited from serving concurrently as the Borough Secretary.

This job description may be modified and amended at the discretion of Council.

Qualifications

Education & Experience

- High School Diploma (or equivalent) is the standard minimum. A degree in Accounting, Finance, Public Administration, or a related field is desired.
- Prior Experience: Typically 2-5 years of municipal government, public sector finance, or bookkeeping experience, and Human Resources management is desired.
- Certifications: Certified Municipal Clerk (CMC, International Institute of Municipal Clerks), Certified Government Secretary (CGS, Pennsylvania Local Government Secretaries Association), or Certified Borough Officials (CBO, Pennsylvania State Association of Boroughs) are highly desired.

Key Skills & Abilities

Financial Acumen

- Strong working knowledge of basic accounting principles, ledger tracking, budget preparation, and payroll.

Legal Knowledge

- Familiarity with relevant state statutes, such as the *Pennsylvania Borough Code*, *Sunshine Act*, and *Right to Know Law*.

Technical Skills

- Software Proficiency: Proficiency in office management software/systems (word processing, data spreadsheets, pdfs, email, municipal financial or accounting systems).

Communication & Interpersonal Skills

- **Conflict Resolution:** Strong negotiation and dispute-resolution skills to handle conflicts as they arise.
- **Public Speaking:** Ability to effectively speak in a public setting before a group.
- **Customer Service:** Patience and tact when explaining municipal issues and processes to the general public.

Administrative Capabilities

- **Project & Time Management:** Organizational, clerical, and coordination competencies that ensure smooth daily operations, compliance with standards, and accurate record-keeping to keep projects and tasks running efficiently, within budget, and on schedule.
- **Record Keeping:** Maintain good record-keeping practices such as consistent data entry, structured organization, and proper document handling consistent with municipal management guidelines.

Physical Demands

- **Physical Capability:** Physical ability to carry out the duties and obligations of the position.

Administrative Requirements

- **Background Check:** Candidates must pass a background check.
- **Surety Bond:** This position requires a faithful performance surety bond (provided by the Borough), which guarantees against financial loss due to negligence, malfeasance, or failure to perform duties.
- **Statement of Financial Interests:** This position is required to file an annual Statement of Financial Interest form with the State Ethics Commission.

Core Duties & Responsibilities

Note: The following list outlines the basic duties of this position. At the discretion and direction of Council, other duties may be assigned.

Administrative & Municipal Record-Keeping

- Meeting Support: Attend all Council meetings, prepare agendas, and record official meeting minutes.
- Official Records: Act as the official custodian of Borough records, documents, and the municipal seal.
- Municipal Records Management: Manage all municipal records in accordance with the state Municipal Records Act, Right to Know Law, Council guidelines and directives, and all federal, state, and county records requirements.

Compliance

- Reporting: Prepare and submit statutory reports required by state and county agencies (e.g., DCED, PennDOT reporting).
- Public Notices: Advertise public meetings, bid solicitations, and new ordinances in accordance with state laws.

Customer Service

- Correspondence: Address resident inquiries, process Right-to-Know requests, and coordinate services with other municipal staff in a timely manner.

Human Resources

Note: While the Secretary can process and recommend HR actions, final hiring and firing decisions will be the legal responsibility of the Borough Council.

- Payroll & Benefits: May process or assist in processing payroll, manage taxation documentation, and provide for other personnel services.
- Onboarding & Offboarding: Process new hires and exiting staff.
- Personnel Records: Maintain confidential employee files and ensure compliance with labor laws.
- Policy Implementation: Keep employee handbooks and other personnel policies current and properly implemented.

Professional Development

- Professional Handbooks & Guides: The Secretary is expected to be familiar with current handbooks, guides and other such resources relevant to the position offered by state agencies and professional organizations, such as DCED's *Manual for the Municipal Secretaries*.
- Training: The Secretary is expected and required to enroll in relevant professional development training as offered by the Pennsylvania State Association of Boroughs (PSAB).

Other Expectations

- Personnel Policies: The BS is expected to abide by all Borough personnel policies and directives.
- Ethical & Professional Standards: The BS is expected to abide by ethical and professional standards as defined by state statute (the Borough Code) and the Public Official and Employee Ethics Act. These rules require appointed officials to act with absolute integrity, avoid conflicts of interest, and maintain strict transparency in public financial management.
- Professional Communication Standards: The BS is expected to abide by standards of professional written and verbal communication, including timely correspondence and matters of legal and personal confidentiality.
- Digital Communications: The BS is expected to abide by the Borough's policies regarding email, SMS (texts), and social media communications.
- Work Hours: The BS is expected to devote sufficient effort and work hours commensurate with day-to-day tasks.

Compensation

- The Borough Secretary-Treasure is a salaried position.
- Expenses for this position shall be paid by the Borough on a basis defined by the Council.

- Compensation & Benefits: The Council shall determine the Borough Secretary's compensation and benefits, and it may at any time adjust or modify such compensation as necessary to reflect the nature of the position, required duties, and job performance.

-END-