

MIDDLEBURG BOROUGH JOB DESCRIPTION
Middleburg Municipal Authority Secretary
Part Time Position

GENERAL JOB DESCRIPTION:

Support the Municipal Authority with clerical, water/sewer billing, water/sewer bill collection and support the Borough Administrator/Secretary/Zoning Officer (Borough Administrator) by completing other duties within the Borough office as assigned. This person shall report directly to the Borough Administrator/Secretary, the Municipal Authority Board and Borough Council.

RESPONSIBILITIES AND DUTIES:

Record meter readings and bill water/sewer customers and make necessary adjustments as needed.

Collect and record water/sewer receivables, quarterly cleanup day and rental permit payments. Maintain accurate computerized records of all payments.

Track delinquent water/sewer accounts and take appropriate legal action as stated in the Municipal Authority's Rules and Regulations.

Coordinate with the Municipal Authority Solicitor regarding liens and shut off notices for delinquent water/sewer customers or any other delinquent payments.

Clerical support for Municipal Authority Board: Includes attending and coordinating Municipal Authority monthly meetings as scheduled, preparation of Agenda, recording each meeting, taking accurate meeting minutes, and typing meeting minutes for approval.

Maintain and update all Municipal Authority records with the assistance of the Borough Foreman and Municipal Authority Engineer.

Maintain an updated listing of rental properties/rental permits and work with the Borough's appointed Property Maintenance Code Agency regarding inspections to be performed per the Borough Ordinance.

Maintain an accurate computerized listing of employers and employees for collection of Local Services Tax (LST). Mail LST forms in order to collect and record all payments from employers/employees, who work in Middleburg Borough. At the end of each fiscal year, review all payment records to ensure quarterly payments were paid per the Borough Ordinance. Notify any delinquent employers/employees if LST payments were not paid/recorded.

Record and deposit all incoming revenue for both the Municipal Authority and Borough. Supply the Borough Administrator with deposit records so deposit entries can be made into the accounting system.

Coordinate the disposal of municipal records/files as allowed by law following the Municipal Code for Disposal of Records.

Prepare bi-weekly payroll and all associated reports during absence of Borough Administrator.

Enter invoices into the proper accounting system accounts.

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Update website and other social media platforms as determined by Borough Council

Process zoning violation notices as brought forward by the Zoning Officer

Any other duties as assigned by Borough Administrator, which shall include coverage of the office for any time off taken by the Borough Administrator.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES/TRAINING/EXPERIENCE:

BONDING : Must be bondable.
EDUCATION : High School Diploma/GED
SPECIAL SKILLS : Clerical background with computer skills and understanding of accounting/bookkeeping principals. Ability to work well with the public and communicate effectively.

OTHER REQUIREMENTS:

Must have and maintain a current Pennsylvania Driver's License.

Criminal Background Checks, Physical Examination and/or Drug Testing maybe required.

The Borough of Middleburg is an Equal Opportunity Employer that does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.

All individuals interested in submitting a resume may do so via: www.indeed.com or by mail: Middleburg Borough, 13 N Main Street, Middleburg, PA 17842.