

Job AD – Borough Secretary: Borough of Hollidaysburg, Blair County

The Borough of Hollidaysburg is seeking to fill the position of a full-time Borough Secretary.

The Borough Secretary is appointed by Borough Council. The Borough Secretary performs a variety of secretarial and administrative tasks related to the operation of the Borough, including attending and recording the minutes for monthly and special meetings of the Borough Council, serves as the personal assistant to the Borough Manager, is the Open Records Officer, and maintains the Borough website. The Borough Secretary engages with and responds to concerns of the residents of the Borough. The Borough Secretary works closely with members of Borough Council and the Borough Solicitor to ensure that Borough operations are in conformance with the Borough's policy directives, rules, regulations, the Pennsylvania Borough Code, and other applicable legislation. The Borough Secretary works closely with other departments within the organization providing administrative support.

Core Job Duties

Five years of experience with local government procedures and municipal management experience is preferred.

Bachelor's degree from an accredited college or university in public or business administration, finance, accounting or related field.

Excellent administrative and organizational skills.

Familiarity with navigating government websites and other portals to retrieve and submit essential documents and the ability to learn and satisfy government regulations relating to the operation of the Borough.

Effective communication skills, both verbal and written.

Diligence and the ability to work independently and as part of a team.

Proficiency in the use of standard administrative computer programs.

Professionalism in all communication with coworkers, council members, Borough residents, and third parties.

Maintain a PA Notary Status.

Position Details

Full-Time Position; Monday – Friday, 8:00 am – 4:00 pm

At least one evening a month to attend the Borough Council Meeting.

In person work location at the Hollidaysburg Municipal Building.

Salary dependent upon experience and qualifications.

Please submit a cover letter and resume to:

Ethan Imhoff, Borough Manager, 401 Blair Street, Hollidaysburg PA 16648
Or email in pdf to: manager@hollidaysburgpa.org

Cover letters should include your interest in the position and resumes should include the applicant's contact information including email address, education and work history as well as relative experience.

EOE