Administrative Assistant Leading to Secretary/Treasurer

Interested in starting or continuing a career in municipal administration with growth potential?

New Salem Borough, York County, PA, is seeking candidates for the part-time position of Administrative Assistant with the potential and expectation of eventually assuming the full responsibilities of the part-time Borough Secretary/Treasurer. New Salem Borough has approximately 790 residents, 350 properties, and an annual budget of around $500,000. The position of Administrative Assistant would be under the supervision and mentorship of the current interim Secretary/Treasurer who reports to the Borough Council and is planning to retire as soon as a qualified and fully trained replacement is on board.

Hours and Compensation

The position of Administrative Assistant is expected to require 12 to 16 hours a week on average with an occasional peak at 20 hours. Starting compensation is $15 per hour plus mileage and expenses with the potential to grow to $20 per hour. The job involves a wide range of administrative and financial duties, at first under the supervision of the current Secretary/Treasurer eventually evolving to the assumption of full responsibility for these duties.

The following Job Description and Skills Required are for the eventual position of Secretary/Treasurer which the candidate should have the potential for and is expected to grow into through on-the-job training.

Job Description

- Plan, coordinate, schedule and record monthly Council meetings and produce professional and concise meeting minutes for Council approval. A voice recording of each meeting is made from which the minutes are transcribed. Planning includes organization of agenda, and generation and printing of meeting packets. Additional, infrequent meetings include Budget, Planning Commission and Zoning Hearing Board.
- Perform general duties such as mail pickup, responding to email and phone/voicemail.
- Perform financial duties including banking transactions, periodic deposits, recording of financial transactions in QuickBooks, monitoring of budget compliance, paying of utilities, bills, invoices, and loans, and payroll and payroll taxes.
- Coordinate communication among internal and external entities. This includes fostering communication with vendors such as Zoning, Permit and Code Enforcement officers, the Borough Solicitor, the Borough Engineer, the Sewer Authority, our Sewer Collections Agent, and the Borough Tax Collector. Internal communication shall include Council members and Committees.
- Generate periodic reports such as Newsletters, annual state reports, annual budget coordination, monthly treasurer reports, and preparing of data for annual Borough audit.
- Maintain and monitor electronic communications such as the Borough website and the Borough Facebook page.
- Review of Borough agreements and contracts
- Maintain Borough records and responding to Right-to-Know requests
- Other duties as needed or assigned
Skills Required

• Courtesy and professionalism in all interactions
• Excellent organizational skills, both written and oral
• Self-starter, self-disciplined, independent worker, and highly motivated to get the job done
• Superior interpersonal communication skills, both written and oral
• Ability to identify and solve problems using appropriate judgement and decision-making skills
• Knowing your limitations and when to seek help
• Flexibility to quickly identify and adjust to changing priorities
• Proficiency in using a computer and with Microsoft Office, primarily Excel and Word
• Proficiency in working with Gmail and Google Voice
• Ability to work an average of 12 to 16 hours weekly

Skills Desired

• Proficiency with QuickBooks or willing and capable to become proficient
• Advanced skills in Microsoft Excel and Word
• Limited availability to perform some duties during normal working hours

Qualifications can be submitted by email to newsalemboro@gmail.com or mailed to:

New Salem Borough
PO Box 243
York New Salem PA 17371

Please call 717-739-6053 with any questions about this position.