Job Posting

The Borough of Harrisville, a historic community of nearly 900 residents in Butler County, Pennsylvania, is seeking qualified applicants for its Borough Secretary position. The Borough Secretary plays an integral role in the customer service and organizational strength of the Borough’s operations. This position will oversee Borough operations, provide administrative support, greet and direct visitors to the Borough Office and answer and respond to calls and emails.

This part-time (24-28 hours per week) position reports to and work is assigned by Borough Council. Though assignments are often carried out under supervision by and at the direction of the Borough Council, independent work will be required. The employee is expected to learn standard Borough operations without constant direct supervision after gaining a working knowledge of the expected protocols. Work will be necessary in the evenings to attend Borough Council and/or other public meetings.

Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task and a friendly demeanor. The most qualified candidates will have a background in public sector administration and finance.

Minimum Qualifications

1. Associate’s Degree in business administration, accounting, finance, public administration, public policy, or related field. Bachelor’s Degree preferred but not required.
2. 2-3 years of work experience in the administration and/or management of municipal or public entity with increasing responsibility in planning, organizing, and directing administrative services preferred.
3. Excellent communication skills and experience in meeting facilitation.

Pay Rate

$11-$14 hourly, dependent upon qualifications.

To Apply

Send letters of interest and resumes to Hiring@strategic-solutionsllc.com by February 21, 2022.