

UPPER MILFORD TOWNSHIP

JOB DESCRIPTION

TOWNSHIP SECRETARY / TREASURER

GENERAL DEFINITION

This is an appointed position defined by the Pennsylvania Second Class Township Code, Article 6, Section 602; Article 7 and Article 8. The appointed person serves at the pleasure of the three (3) member Board of Supervisors who are the elected officials. The appointment term is generally from the first Monday of Business in January and is on a yearly basis.

This position is administrative in nature and employee is responsible for the maintenance of Township records, oversight of the proper transaction of Township business, financial requirements, and personnel administration.

Work is performed independently with decisions being made based on established rules and policies, applicable laws, regulations imposed by other government agencies, and the employee's best judgment regarding internal consistency, precedent, and fairness.

Work is reviewed by the Township Manager and at times the Board of Supervisors through general observation of the effectiveness of Township operations and through written and oral reports.

DUTIES AND RESPONSIBILITIES

- Prepares agenda for Board of Supervisors' meetings as may be directed by Township Manager or other department heads by compiling correspondence, citizen requests, bills to be paid, financial report, proposed ordinances and resolutions. Prepares and distributes background information on items for Board of Supervisors' review prior to the meeting.
- Attends evening Board of Supervisors' meetings, and subsequently prepares meeting minutes by summarizing information from handwritten notes and taped transcripts.
- Attends other evening Township Committee meetings assigned by the Township Manager or Board of Supervisors
- Advises Manager of upcoming meeting items that may require other advance preparation.

- Sees that legislative actions are properly enacted by typing, checking, researching, advertising, and recording the action as required by law.
- Routinely updates or assists as requested with the maintenance of Township's website.
- At times assists citizens by informing them of Township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official or person.
- Prepares and pays bills and other obligations upon approval of the Board of Supervisors, scheduling payments to the Township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
- Maintains client funds escrow accounts and reporting. (Approximately 30 accounts)
- Researches items as may be directed such as investment opportunities, insurance plans, and retirement systems in order to advise Manager or Board of Supervisors on relative costs and advantages of available plans.
- Receives revenue from tax collections, permit fees, state and federal allocations, utility payments, and fines. Records and deposits funds in proper accounts.
- Assists Manager with the management of short term investment of funds to the Township's best advantage while making sure funds are available when needed.
- Assists Manager in preparation of annual budget by summarizing past expenditures, estimating costs of future needs, computing expected revenues.
- Routinely reconciles checking and bank accounts, balances bookkeeping records, and assures that necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes. Prepares monthly treasurers report.
- Assists with the purchase of equipment and services assuring that major purchases are properly advertised, bid upon, and awarded in accordance with the law.
- Processes and maintains payroll and benefit records for all Township employees.
- Serves as the Township's Human Resource person and processes any employee related claims or needs.

- Process quarterly tax payments.
- Maintains other records in accordance with a retention schedule of items such as advertising, bids, contracts, official actions and incidents.
- Assists with the preparation of requests and applications for various grants, loans, rebates, and other legal entitlements.
- Processes invoices and monitors payment for Township's reimbursable services.
- Attends various meetings related to job requirements or as may be requested.

PERSONAL REQUIREMENTS

- Must be able to obtain a security bond for the amount of \$350,000 (Township pays for Bond)
- Must possess a valid PA driver's license with an adequate driving record or demonstrate adequate and acceptable means of transportation required for routine performance of the required duties
- Ability to use personal vehicle within mileage reimbursement guidelines
- Ability and willingness to accept other work as assigned by direct supervisor
- Must have good grammatical, verbal, and accounting skills
- Ability to speak in public to an audience or group
- Ability to read and interpret maps or plans
- Ability to compose and write letters and reports
- Ability to maintain records and data
- Ability to demonstrate and maintain polite and courteous manner to the public
- Ability to demonstrate application of acceptable attention to details and procedures
- Ability to work indoors and outside at times

EDUCATION / TRAINING AND EXPERIENCE OR ABILITY TO LEARN

- High School Diploma
- College or business degree, certificates, or demonstration of related skills and experience
- Former or current employment in related field
- Computer literate and working skills with: MS Office; Word, Excel, Outlook, Accounting Software, Intuit; Quick Books; Web software; Word Press
- Knowledge of Upper Milford Township and / or Lehigh County geography
- Familiarity with Second Class Township Code
- Familiarity with PA Municipal Planning Code
- Familiarity with PA State Liquid Fuels Program
- Familiarity with insurance claim filing
- Familiarity with Workman's Compensation Law and claims

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and / or access data and / or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interactions: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires minimal ability to operate equipment machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, design, and / or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals, percentages, and areas.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves some semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria and or intent.

PHYSICAL CONDITIONS

Physical Ability: Tasks involve the ability to exert moderate physical effort in sedentary to moderate work, but which may involve some lifting, carrying, pushing and / or pulling of objects and materials of weight (15–35 pounds). Tasks may involve the need to climb steps. Task may involve the need to traverse on foot. Task may involve bending and / or crawling for short distances.

Sensory Requirements: Most tasks require visual perception and discrimination. Most tasks require oral communications ability.

Environmental Factors: Tasks at times are performed with exposure to normal environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise.

CRIMINAL BACKGROUND CHECK

Prior to employment the prospective employee must provide the Township with a criminal background check through the Pennsylvania State Police. The cost for the background check will be the applicant's responsibility.

RESIDENCY

Not required but applicant will be required to demonstrate ability to under normal conditions be able to respond, in person, to the Township Office within a time period of 30 minutes.

EMPLOYMENT STATUS

Exempt (Salaried)

PROBATIONARY PERIOD

6 – Months

The Township of Upper Milford is an equal opportunity employer

Job description revised January 6, 2026

Submit resume and qualifications along with salary and other requirements to:

Upper Milford Township
Employment Opportunity
5671 Chestnut Street
P.O. Box 210
Old Zionsville, PA 18068

Or via e-mail to info@uppermilford.net

By 4:00 P.M. on February 4th, 2026

For the benefit information contact the Township Office or review online at
<http://www.uppermilford.net>