



TOWNSHIP CLERK

Kingston Township is currently seeking applicants for the position of Township Clerk.

The Township Clerk is appointed by and serves under the direction of the Board of Supervisors, and reports to and works under the direct supervision of the Township Manager.

A four-year college or university degree is desired, preferably in the field of public administration, community planning or business administration including experience in private or public administration and/or public relations. Designation as Certified Municipal Clerk through the International Institute of Municipal Clerks or designation as Certified Government Secretary through the Pennsylvania Local Government Secretaries Association will be accepted as an alternative to a degree. The Board of Supervisors will also consider any equivalent combination of acceptable training and experience, which provides the knowledge, skills and abilities sought.

Starting salary is **\$55,000.00** per year and is combined with a competitive benefits package including paid time off, health/dental coverage and a 401K plan.

A position description and complete application packet is available for download at <https://kingstontownship.com> under the "Career Opportunities" link or application packets may be picked up in the Kingston Township Municipal Building Administrative Offices during the hours of 8:30am-4:00pm Monday-Friday, excluding Holidays.

Completed application packet **including a resume'** may be returned in person or via U.S. Mail to:

Kingston Township
ATTN: Township Manager
180 East Center Street
Shavertown, PA 18708

Application deadline is Thursday, June 6, 2024 by 4:00pm

Kingston Township is an EEO/ADA employer.

POSITION DESCRIPTION

TOWNSHIP CLERK

GENERAL DEFINITION

The Township Clerk is a full-time, salaried, mid-level supervisory position in the Department of Administration. The Township Clerk is appointed by and serves at the pleasure of the Board of Supervisors, and reports to and works under the supervision of the Township Manager.

The Township Clerk gives notice of Board of Supervisors' meetings to its members and the public, keeps the journal of its proceedings, and performs such other duties as are assigned by the Township Charter or by the Board of Supervisors.

The Township Clerk assists the Township Manager in the administration of all Township affairs placed in the Township Manager's charge by or under the Township Charter or Code, and in the performance of all of the Township Manager's powers and duties. In addition, when so directed by the Township Manager, the Township Clerk performs or assists in the performance of certain additional essential job functions, a non-exhaustive list of which is set forth in the essential job functions section of the Township Clerk Position Description.

Work Schedule: Monday through Friday 8:30 am to 4:30 pm, or as directed by the Township Manager. This position also requires the ability to attend meetings scheduled at times other than normal business hours, including all advertised meetings of the Board of Supervisors.

ESSENTIAL JOB FUNCTIONS

The Township Clerk must have the physical ability to perform the following job functions with or without reasonable accommodation:

Gives notice of Board of Supervisors' meetings to its members and the public, keeps the journal of its proceedings, and performs such other duties as are assigned by the Township Charter or by the Board of Supervisors.

Maintains all minutes, ordinances, resolutions, codification, correspondence and public records not otherwise required to be kept by other departments.

Assists the Township Manager in the administration of all Township affairs placed in the Township Manager's charge by or under the Township Charter or Code, and in the performance of all of the Township Manager's powers and duties.

Serves as Acting Township Manager (subject to approval of the Board of Supervisors) during the temporary absence or disability of the Township Manager, as specified in the Home Rule Charter.

When so directed by the Township Manager, the Township Clerk performs or assists in the performance of one or more or all of the additional essential job functions set forth below. The additional essential job functions set forth below are not an exhaustive list of the duties that may be assigned to the Township Clerk; additional duties may be assigned to the Township Clerk by the Board of Supervisors or the Township Manager.

- Assists in developing Township objectives and the formulation and implementation of policies, procedures and regulations concerned with the administration of government.
- Assists in preparation of the annual and capital budget.
- Assists with all administrative functions and provides assistance to department heads to accomplish Township goals and objectives.
- Prepares reports on grant programs and works with other governmental agencies in obtaining information on and preparing grant applications for community development, recreation and other Township services.
- Assists in processing legal requirements for subdivision development within the Township. This includes the scope from requesting development agreements to release of maintenance bonds, and requires monitoring expiration dates on development agreements, performance bonds, processing road dedications and securing all necessary paperwork.
- Maintains an "active" file of subdivision and zoning changes. Handles, the advertising and review process, and responses from reviewing agencies. Files enacted ordinances with appropriate agencies.
- Assists in Supervision of administrative staff. Trains Township administrative personnel as necessary. Assists with preparation, approval and submittal of administrative departmental time sheets.
- Receives building/zoning permit applications for processing by the Code Enforcement Officer.
- Prepares bid documents, submits advertisements for bids, informs department heads of pending expiration of contracts, maintains bid file and processes all incoming and outgoing bid documents.
- Maintains contract file and processes contracts and performance bonds; notifies all unsuccessful bidders of bid results. Monitors contract prices against contractors' invoices throughout the year.
- Maintains active list of all members of Authorities, Boards and Commissions and notifies the Board of Supervisors of pending expiration dates. Maintains a file of potential candidates to fill vacancies and prepares necessary paperwork.

- Assists with payroll and pension management including employment administration.
- Prepares reports, agendas and other materials necessary for the operation of the municipality.
- Takes annual inventory and prepares report on furnishings and equipment. Assists Road Superintendent with Public Works Department inventory.
- Is responsible for records management of all Township files and documents.
- Serves as day-to-day liaison with the general public, business and governmental communities and the media (when directed or authorized by Manager). May represent the Township at conferences and meetings.
- Serves as editor of any newsletter produced on behalf of the Board of Supervisors or Township Manager.
- Periodically attends conferences, seminars or training classes to continually improve skills and keep apprised of current procedures and legislation.
- Represents the Township Manager at official functions, and/or meetings when requested.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Township Codes and Ordinances.

Considerable knowledge of the principles, techniques, and processes of public or business administration.

Considerable knowledge of office methods and procedures.

Considerable knowledge of personnel principles and practices.

Considerable knowledge of fiscal policies and procedures in municipal finance.

Knowledge of methods and techniques of planning.

Ability to speak and write effectively and prepare and present information for public release.

Ability to establish and maintain effective relationships with co-workers and the general public.

Familiarity with computer operation and word processing, personal computers, fax machines, photocopiers, audio recording equipment and other file automation systems. Absolute reliability and integrity.

MINIMAL ACCEPTABLE TRAINING AND EXPERIENCE

Four-year college or university degree is desirable, preferably in the field of public administration, community planning or business administration. Designation as Certified Municipal Clerk through the International Institute of Municipal Clerks or designation as Certified Government Secretary through the Pennsylvania Local Government Secretaries Association will be accepted as alternative to degree. Experience in private or public administration and/or public relations.

Ability to keyboard a minimum of 40 words per minute.

Any equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above

OTHER

Valid Pennsylvania driver's license required.

Ability to meet approved minimal physical and medical standards.

Must be bondable.

Township employees shall be required to establish principal residency within ten (10) air miles of the nearest Kingston Township border within 36 months of hire and must thereafter maintain residency within the allotted distance while in the employ of the Township. The Board of Supervisors reserves the right to waive this requirement for certain specialized job classifications, and for certain situations.



Employment Application

Applicant Information

Full Name: _____ Date: _____
First M.I. Last

Address: _____
Street Address Apartment/Unit #

City, State and Zip Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Special skills you possess applicable to this position: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

_____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



BACKGROUND INVESTIGATION AUTHORIZATION FORM

I, hereby authorize Kingston Township's subsidiaries, affiliates, employees and agents, including the credit bureaus, to make inquiries of and request information from any individuals, present and former employers, schools and colleges, credit bureaus, criminal investigations bureaus and any other entities that may possess information concerning me or that may be custodians of records relating to me, including Worker's Compensation and Driving Records. I also authorize the above described sources to release all information requested, including salary data and subjective evaluations, and I hereby release those sources from any liability for doing so.

I give this authorization in connection with an application / resume relating to employment.

Applicants

Signature: _____

Name

(Please print): _____

Current

Address: _____

How long at current address _____

Previous

Address: _____

How long at previous address _____

Social Security #: _____

Birth date: _____

Drivers Lic. #: _____

State: _____