



<b>Department:</b>	Administration
<b>Supervisor:</b>	Borough Clerk
<b>Prior Revision Date:</b>	3/16/2018
<b>This Revision Date:</b>	10/12/2020
<b>Revision Made By:</b>	DKT/SG
<b>Revision Reviewed &amp; Approved by:</b>	SG
<b>Employment Status:</b>	Mgmt. Team
<b>Date Provided to Bargaining Unit</b>	N/A

## **Job Description**

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### **ADMINISTRATION**

#### **HUMAN RESOURCE OFFICER/DEPUTY BOROUGH CLERK**

##### **Definition**

The Human Resource Officer/Deputy Borough Clerk assists in and performs human resource functions for all Borough staff and a wide variety of administrative duties in support of the Borough Clerk, Borough Manager and the Assembly.

##### **Supervision Received**

Work is performed under the general direction of the Borough Clerk, and performance is evaluated through verbal reports and conferences. The Deputy Clerk may also receive direction from the Borough Manager.

##### **Supervision Exercised**

Under the direction of the Clerk, the Human Resource Officer/Deputy Borough Clerk assists Department Heads in personnel management.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Performs various human resource functions, including but not limited to recruiting, new hire orientation and paperwork, collective bargaining preparation, record keeping, and coordination with the Borough Clerk, Borough Attorney and Department Heads on performance management issues.

Enters all employee updates and changes associated with payroll into the payroll system; creates and enters timesheets for management staff, the Assembly, and employees whose time is spread between multiple departments, and other employees as assigned (i.e. final payrolls, etc.).

Investigates and may make recommendations for changes in administrative procedures related to payroll and human resource practices. Participates fully in departmental meetings.

Works closely with the Borough Clerk to administer and interpret collective bargaining agreements; may participate in collective bargaining negotiations and ongoing implementation of the Collective Bargaining Agreement and its various components.

Performs a variety of complex, and confidential tasks associated with Borough employees, benefits, Assembly research, and management support.

Researches various inquiries from the general public, current employees, and job applicants concerning policies and procedures.

Participates in the planning and conduct of special events sponsored by the Borough.

Schedules meetings on Borough calendar, publishes notices, and coordinates meeting room facilities.

Assists in the preparation of Assembly, committee and board meeting packets and meeting minutes.

Attends Assembly meetings and committee and board meetings, as assigned, for the purpose of minutes taking.

In the absence of the Clerk, shall assume all the duties of the Clerk, as needed. (Please review the Clerk job description.)

Assists in the preparation and conduct of Municipal elections.

Assists in the maintenance of the Borough's records management program and responds to public records requests.

Assists in the maintenance of Borough lease and land records and filing system of the administration department.

Serves on committees as appropriate.

Performs other duties as assigned by the Borough Clerk and Borough Manager.

### **Distinguishing Characteristics**

The duties performed by the Human Resource Officer/Deputy Borough Clerk are characterized by the ability to analyze complex written materials, manage multiple projects, and work with groups as well as independently. The Human Resource Officer/Deputy Borough Clerk must be able to perform all work with integrity and honesty and must have the ability to immediately determine what work functions and tasks are confidential and what tasks and functions must be performed openly before the public.

### **Working Conditions**

Incumbent performs 85% of duties in a seated position in an office environment.

## **Qualifications**

Three to five years of responsible administrative experience is required.

Any combination of experience and education which provides the applicant with the following attributes:

Understanding of local, federal and state laws and rules as applied to the administrative offices of the borough.

Knowledge of parliamentary procedure and Robert's Rules of Order.

Knowledge of municipal practices and procedures, labor contracts, charters, ordinances and contracts.

Knowledge of computers and computer systems, including word-processing and spreadsheets.

Ability to evaluate situations and circumstances and make decisions and recommendations adhering to established ordinances, policies and guidelines.

Ability to negotiate acceptable solutions to difficult problems, interdepartmentally or between departmental personnel, management and/or the public.

Ability to establish and maintain effective working relationships with Borough officials, management, employees, federal and state officials, and the general public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

Ability to multi-task in a busy office environment while handling frequent interruptions.

Ability to maintain confidentiality of documents and information.

Ability to express ideas and communicate effectively, both orally and in writing.

Ability to maintain detailed records and information-keeping systems.

Availability to work varying hours, including evenings, weekends or holidays.

Possession of or willingness to work toward the Certified Municipal Clerk designation.

Possession of or willingness to work toward SHRM-Certified Professional designation or equivalent.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

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Employee

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Supervisor

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Date

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Date