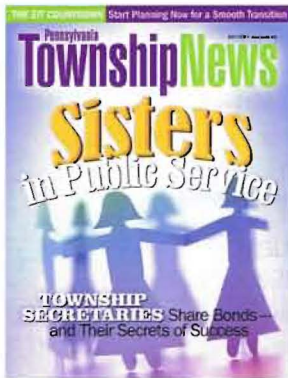


# 'No Other Position Like It'

## Township Secretaries Find Job Demanding but Rewarding



ONE OF THE EXHIBITORS AT PSATS' ANNUAL Conference and Trade Show thinks so much of township secretaries that he's been making a special T-shirt for them for the last several years. Mike Spolar from Vestal Asphalt hands out a brightly colored shirt to each township secretary who stops by his booth. The shirt sports a slogan that says something about the job of township secretary. This year, PSATS decided to help Mike with a few slogan suggestions and add its logo to the back of the shirt.

PSATS staff bandied about various slogans and finally settled on one suggested by Director of Environmental Affairs James Wheeler: "Township Secretary – It's Not Just a Job, It's an Adventure." It certainly is, as this month's cover story on township secretaries bears out.

In many townships, the secretary is the heart and soul of the operation, juggling numerous tasks on a demanding timetable. The job description is almost endless, depending on the size of the township, and can include anything from paying all the bills and developing the budget to answering the phone, interacting with residents, and briefing the supervisors on laws, issues, ordinances, and the meeting agenda.

Sandy Wright, a 19-year veteran secretary for Greene Township in Beaver County, co-writer of *The Secretary Desktop Reference Manual*, and a PSATS trainer for township secretary courses, sees her peers as a sisterhood of sorts. At the beginning of her classes, she hands out a Three Musketeers bar to everyone to signify that "as township secretaries, we're all for one and one for all." Township secretaries understand one another and the huge responsibility they bear for their township. They share their challenges, frustrations, and experiences with one another, helping new secretaries learn and encouraging and supporting veteran secretaries.

"There is no other position like it," says Xochi Confer, the secretary-treasurer for Boggs Township in Centre County and also a trainer for township secretary courses. "While being a municipal secretary is one of the most rewarding positions to ever exist, it can also be one of the most demanding."

Many secretaries do it single-handedly and make it look easy, too. I see a new slogan in the making for next year's T-shirt, Mike, or maybe even just one simple symbol with an "S" right smack dab in the middle front of that shirt. The background color would be blue, and the emblem in the center would be yellow and red.

For more about the balancing act many hardworking township secretaries do, turn to page 8. And for an update on your impending responsibilities under the new earned income tax collection system, turn to page 22.

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