



## Borough Manager Job Description

<b>Reports To:</b>	Borough Council
<b>FLSA Classification:</b>	Exempt
<b>Weekly Hours:</b>	40 hours/week, as needed to satisfy appropriate staffing of Borough offices and administrative duties that include weekend and evening activities.

The Borough Manager is the Chief Administrative Officer of the Borough and is responsible for the activities of all municipal departments. The manager shall report directly to Borough Council regarding administration, planning and zoning, code enforcement, and public works and shall complete all projects in these areas as directed by Council. The Manager is responsible for all personnel matters of the Borough. The Manager manages all Borough accounts, including the collection of debts and formation of a yearly budget. The Borough Manager serves as a representative of the Borough to the public, media, private concerns and other public agencies. Work is performed in accordance with accepted municipal management principles and practices.

### Duties include:

- Prepares short-term and long-term objectives for recommendations to Council
- Prepares plans and programs to attain objectives approved by Council
- Determines project priorities to meet objectives approved by Council
- Attends meetings of boards and commissions
- Investigates grant opportunities for the Borough
- Writes and administers grants for the Borough
- Prepares report to other governmental units
- Attends and participates at state conventions and professional association meetings
- Maintains professional affiliations and keeping abreast of new developments in the field
- Reviews budget performance of all departments
- Prepares monthly reports on all activities, including construction projects and costs and equipment purchases, for submission to Council
- Prepares recommendations, background information and cost estimates for monthly council meetings
- Attends and participates in all municipal meetings
- Programs all major expenditures from cash flow viewpoint
- Prepares the annual report and budget
- Prepares, recommends and implements a capital improvements program
- Meets with land developers, business developers and groups involved in economic developments
- Prepares and/or approves news releases
- Maintains public relations contacts with residents
- Writes and publishes the quarterly Shamrock newsletter

- Delegates responsibility and authority of performance of assigned functions to Code Enforcement and Public Works Departments
- Develops and updates a training plan for municipal employees
- Prepares and implements a preventive maintenance program for Borough equipment
- Develops and administers municipal personnel policies, procedures and programs
- Reviews applications or prospective employees, interviewing and hiring, and when necessary, firing or laying off employees with the approval of Council
- Prepares and/or approves specifications for purchase of major equipment
- Directs and supervises the daily work of the administrative staff
- Maintains Borough documents and records in accordance with the current record retentions manual
- Serves as the Borough's Open Records Officer
- Coordinates activities of all municipal departments
- Manages the Borough's pension plan and employee benefits
- Serves as Secretary and Treasurer
- Orders or approves purchases as needed
- Such other duties and responsibilities as delegated by Borough Council.

**Education/Training:**

- Master's Degree in public administration or a closely related field and seven (7) years of progressively responsible administrative experience, including three (3) years at a management level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- Experience in local government and organizational management preferred but not required.

**Knowledge, Skills, And Ability:**

- Ability to work independently and ethically in service of the Borough
- Ability to express ideas orally and in writing
- Knowledge of municipal management and public administration methods and practices
- Knowledge of municipal finance, fund accounting, and municipal budgetary principles and practices
- Proficiency with Microsoft Office and the ability to learn other software packages
- Ability to establish and maintain effective working relationships with employees, elected officials, and the general public.
- Ability to interact with citizenry in a professional manner.

**Supervisory and Managerial Responsibility:**

- Yes

**Minimum Qualifications:**

- Possession of valid State of PA driver's license (Class C).

**Physical Demands and Work Environment:**

Physical Abilities: While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard; reach, stoop

and kneel. Ability to sit at a computer terminal for an extended period. Light to moderate lifting is required.

Sensory Requirements: Specific vision abilities required by this job include close vision requirements due to computer work. Some tasks require the ability to perceive and discern colors or shades of colors. Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Standard office environment including moderate noise (i.e. business office with computers, phone, and printers, light traffic).

This job description is neither an employment contract nor is it intended to be all inclusive of the work performed, and other duties may be assigned as needed.

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Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date