

Dunmore Borough

Job Description: Borough Manager [currently, Municipal Administrator/Secretary]

Department: Management

Reports To: Borough Council

Supervises: Designate DEPARTMENTS or JOB TITLES

Job Summary

The Borough Manager is the chief managerial and administrative employee of the Borough of Dunmore, subject to supervision and direction from Borough Council, compensated on a salaried basis.

Borough Manager oversees the Borough's financial management and operations; helps implement Borough legislation; and serves as the Borough's principal human resources officer. Supervision is exercised over a staff of administrative, uniformed, professional, clerical and public works personnel. Assignments are varied in nature and are carried-out in accordance with policy guidelines, goals and objectives set by Borough Council and applicable laws, rules and regulations. The Borough Manager shall maintain an office in the Borough Building, and shall travel as necessary to accomplish Borough business.

Essential Job Responsibilities

As directed specifically or generally by Borough Council, the Borough Manager shall:

- Have enthusiasm for public service and a strong work ethic which encompasses the roles of carrying out the duties of his/her job and recommending policy initiatives.
- Work with a seven member Borough Council and Mayor to carry out various public functions, including administration, finance, human resources, collective bargaining and citizen communication.
- Supervise and be responsible for the activities of all Borough departments except the police department.
- Oversee, and where necessary perform, hiring, discipline and discharge, and other Borough human resources functions.
- Obtain necessary information for, prepare and timely submit to Council (before the close of the fiscal year or on such alternative date as Council may determine), a budget for the next fiscal year as an explanatory budget message, and administer same once passed and adopted.
- To the extent provided by law, execute and enforce the ordinances and resolutions of the Borough.
- Attend all meetings of Council and, upon request, its committee meetings with the right to participate in any discussions pursuant to the rules and regulations for the conduct of Borough meetings as established by Council.
- Prepare the agenda for each meeting of Council and supply facts pertinent thereto.

- Submit periodic reports of the condition of Borough Ordinances and such other reports as Council deems appropriate and may request.
- Make recommendations to Council as the Manager deems necessary and appropriate.
- Submit to Council as soon as practicable at the close of the fiscal year a complete report of the financial and administrative activities of the Borough for the preceding year.
- Secure compliance with all franchises, leases, permits and privileges granted by Council.
- Employ, with the approval of Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough and to see to the letting of contracts in due form of law.
- Supervise performance and faithful execution of all contracts.
- Secure payment to the Borough of all money owed and ensure that proper proceedings are taken for the securing and collection of all of the Borough's claims.
- Be the Purchasing Officer of the Borough and purchase, in accordance with the provisions of the Borough Code, all supplies and equipment for various agents, boards and departments and other offices of the Borough.
- Prepare necessary invoices and collect utility fees for water service, sewer service, and garbage service, and any other municipal fee imposed by Borough Ordinance.
- Prepare invoices for and collect those taxes not otherwise collected by the Tax Collector.
- Be responsible for managing and directing the finances of the Borough to insure proper investments of all municipal funds in excess of immediate needs as well as the administration of all loans.
- Keep an account of all purchases and, when directed by Council, make a full and written report thereof.
- Issue rules and regulations, subject to the approval of Council, governing the requisition and purchase of all municipal supplies and equipment.
- Investigate and dispose of all complaints regarding services or personnel of the Borough.
- Be administrator, supervisor and be responsible for activities of any and all Borough employees who shall be assigned to his jurisdiction by ordinance or resolution of Council or assigned to his jurisdiction by the Mayor in writing as hereinafter provided.
- Represent Council in matters relative to union and union members and shall issue all work rules and disciplinary notices to union employees on behalf of Council.
- Keep a current inventory showing all real and personal property of the Borough and its condition, and shall be responsible for the care and custody of all such property, including equipment, buildings, parks and all other Borough property, which is not by law assigned to some other office or body for care and control.
- Publish all notices, ordinances or other documents required by law to be published and to prepare or cause to be prepared all reports which the Borough or any officials thereof are required by law to prepare.
- Prepare and have custody of all municipal records required by law to be kept by the Borough and not by a specific officer.
- Where the law makes it the duty of a specific officer to keep or maintain records, the Manager shall make available to such officer all necessary clerical assistance for the

preparation of such records and shall make available a place for the custody of such records.

- Where the law requires or provides for a certification of any records or documents by an office of the Borough, the Borough Manager shall cause such records or documents to be accurately and appropriately prepared and presented to such officer for his/her signature if required.
- Retain and keep accessible a complete set of maps and plats showing the location of all Borough utilities and other Borough properties, streets and other public places, and all lots or parcels of land subdivided according to law.
- Lead grant-writing efforts for the Borough.

Required Knowledge, Skills and Abilities

- Knowledge of Pennsylvania Borough Code
- Thorough knowledge of financial principles, budgeting practices, and related procedures.
- Knowledge of local, state and federal governmental structure and operations.
- Ability to relate well to Borough residents, business owners and operators, institutions and other government and not-for-profit officials.
- Ability to work with diverse government entities such as local, state and federal government officials.
- Ability to set and meet personal goals, and to learn new skills as necessary to accomplish Borough initiatives..
- Ability to prepare and analyze program budgets, financial statements and comprehension fiscal reports.
- Ability to plan, assign and review the work of a staff of employees conducting Borough operations.
- Ability to identify and resolve complex financial and budgeting issues and situations.
- Ability to establish and maintain effective working relationships with subordinates, associates, and the public.
- Excellent verbal/written communication skills.
- Intermediate to advanced computer skills. Knowledge of Microsoft Office products, Google Drive, and on-line database systems.

Required Education/Experience

Bachelor's degree, preferably in public or business administration, management, city planning, finance or engineering, and five years of progressively responsible management experience in a governmental or non-profit organization. The Borough will consider any equivalent combination of acceptable education and experience that has provided the knowledge, skills, and abilities cited above.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, talk, hear and use hands and fingers to operate and handle keyboards and office and/or classroom equipment. The employee is occasionally required to walk and reach with hands and arms, stoop, kneel, crouch, or crawl.

There is occasional lifting and/or moving of up to 25 pounds.

Non-Discrimination Statement

Dunmore Borough provides equal employment opportunities to all employees and applicants for employment. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local laws governing nondiscrimination in employment.

Dunmore Borough will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as amended (ADA).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Dunmore Borough is a Drug Free Workplace.

Additional Information

HR Use ONLY	
Management (Yes/No)	Yes
Exempt/Non-Exempt Status	Exempt
Last Revised	DATE

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____