

MILLERSVILLE BOROUGH
JOB DESCRIPTION

JOB TITLE: Borough Manager
DEPARTMENT: Administration

GENERAL SUMMARY: Under general direction from Borough Council, serve as Chief Administrative Officer of the Borough to ensure effective and efficient utilization of land and capital resources; provide oversight management of wastewater, street and administrative departments; manage and administer fiscal affairs and policy; advise Borough Council and committees of Borough Council on activities and affairs of the Borough and enforce actions of Borough Council; administer sub-division, land development and zoning ordinances; engage in public relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide oversight management of wastewater, street and administrative departments;
 - a. provide direct supervision to the Zoning and Code Enforcement Officer, Wastewater Superintendent, Street Superintendent, Accountant\Administrative Assistant, Bookkeeper and Clerk\Secretary; evaluate job performance, communicate Borough policies, provide feedback and direction concerning department objectives, enforce work standards, policies and procedures to promote uniformity in personnel practices; respond to grievances, approve leave, administer discipline, recommend pay adjustments and hire and discharge with final approval from Borough Council;
 - b. oversee and monitor professional staff contracts to provide Borough services, i.e., Zoning Enforcement, Codes Enforcement, Building Inspection;
 - c. oversee supervision of department employees; review personnel actions and recommendations for resolution of grievances, or respond to non-routine grievances in accordance with contract;
 - d. serve as Chief Borough Negotiator for labor contracts with bargaining units; meet with bargaining unit representatives to review proposals; research developments in pension law and other labor issues; prepare counter proposals; consult with labor solicitor;
 - e. review status and recommendations regarding major public works projects; approve or deny actions to abandon project or interrupt public services.
 - f. serve as Borough's "Right-to-Know" Officer under Pennsylvania Statue regarding public records;
 - g. serve as the Human Resource Manager fulfilling requirements set forth under the Borough's insurance programs, i.e., Security Officer and Privacy Official for meeting the Health Insurance Portability and Accountability Act (HIPAA).
2. Prepare and administer Borough budget;
 - a. prepare and submit a Borough budgets for the upcoming fiscal year; review available funds for wastewater, sewer, general fund, solid waste management, uniform and non-uniform pension requirements; solicit recommendations from

- department heads, agencies, boards or officers of the Borough; estimate revenues and expenditures and provide supporting data;
 - b. ensure proper payment of bills; review and prioritize incoming invoices, submit monthly financial reports to Borough Council for approval;
 - c. authorize budget expenditures; monitor revenues and expenditures; ensure proper records and reports are submitted by department heads; ensure proper coding and establishment of proper accounts for posting of receipts and invoices;
 - d. ensure collection of funds owed the Borough; initiate legal steps to collect delinquent payments;
 - e. approve purchase of supplies and equipment for various agencies, boards, departments and offices;
 - f. establish rules and regulations governing requisition and purchasing;
 - g. review bid specifications for the purchase of new equipment, supplies or services;
 - h. account for monies processed at the Borough, ensure prompt deposit into proper bank account and open accounts for inspection;
 - i. ensure preparation and submission of annual statement and report of accounts to Borough auditors.
3. Research sources of funding and financing strategies to support major infrastructure improvements and new projects; develop proposals and complete applications to secure funding concentrating on grant fund sources.
 4. Ensure effective completion of capital projects; solicit bids, negotiate and enforce provisions of contracts; represent Borough Council in meetings with developers, solicitors, business representatives, financiers, community representatives, ad hoc committees, etc.; steer project through Committees and review Boards, respond to public complaints or inquiries regarding projects, facilitate problem resolution.
 5. Represent Borough Council interests in litigation; meet with legal counsel to determine proper course of action; prepare support documents and attend meetings or court hearings to adjudicate legal matters.
 6. Advise Borough Council and committees of Borough Council on activities and affairs of Borough and enforce actions of Borough Council;
 - a. attend meetings of the Borough Council and committees; prepare agenda and supply supporting documents; ensure Council actions conform with legal requirements established by the Borough code; ensure proper maintenance and preservation of official records;
 - b. present reports or recommendations and participate in discussions regarding agenda items;
 - c. conduct follow up to meeting discussions, i.e., gather additional information, meet with interested parties, prepare additional recommendations or reports;
 - d. enforce official actions taken by Borough Council, i.e., take steps to communicate and initiate action required to comply with ordinance, directives or resolutions;
 - e. monitor and enforce agreements, contracts or obligations incurred by the municipality.

7. Administer sub-division, land development and zoning ordinances;
 - a. provide oversight review of Zoning Officer activities; i.e., permit requests received and approved, inspections performed and related enforcement activities;
 - b. represent Borough Council in interpretation and communication of ordinance provisions, i.e., respond to non-routine requests or disputes regarding ordinance;
 - c. arrange meetings with plan applicants and professional staff to review and discuss proposed changes to sketches and preliminary zoning, building and development plans;
 - d. prepare recommendations and attend meetings for Borough Planning Commission on sub-division and land development plans.

8. Engage in public relations activities;
 - a. resolve questions and complaints from Borough citizens, or direct to appropriate staff person;
 - b. serve as principal spokesperson with news media; consult with appropriate staff person concerning major news releases or policy statement;
 - c. responsible for all communications, electronic media and technology.

9. Perform additional duties as communicated through the parliamentary actions passed by Borough Council.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of master's degree in public administration or related field and previous experience in municipal management.

Knowledge:

Comprehensive knowledge of public administration principles and practices.

Comprehensive knowledge of taxation, budgeting, finance and community planning.

Comprehensive knowledge of the Borough code, and state and federal laws affecting Boroughs.

Comprehensive knowledge of borough zoning, building, property maintenance, solid waste, health and safety, taxation, storm water management and land development codes.

Comprehensive knowledge of local ordinances and physical features of Borough.*

Comprehensive knowledge of government process and structure.

Comprehensive knowledge of management theory and practice.

Working knowledge of the Borough's personnel policy, code of conduct, and all applicable laws governing expected levels of conduct within the workplace.

Skills:

Labor negotiations

Computer operations

Abilities:

- Ability to apply a variety of management principles to solve practical, everyday problems.
- Ability to reprioritize work assignments as Local, State and Federal regulations require.
- Ability to analyze policies, regulations and laws which address new and constantly changing problems.
- Ability to present facts and ideas in a clear and convincing fashion.
- Ability to analyze problems, evaluate programs and services and prepare recommendations.
- Ability to prepare comprehensive budget reports.
- Ability to communicate effectively in oral and written form.
- Ability to guard confidential information of major importance, including personnel records and information discussed in executive sessions of Council.
- Ability to develop and maintain effective relationships with public officials, professional staff, local business representatives, media representatives, associates and the general public.
- Ability to resolve conflict with tact and diplomacy.
- Ability to maintain morale as head of an organization.

Working Conditions:

Work is performed in normal but busy office environment. Attendance at evening meetings is required. Travel to various Borough facilities or work sites are occasionally required. Work frequently involves responding to angry, frustrated or upset individuals.

DISCLAIMER:

Job descriptions are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Borough Council
FLSA STATUS: exempt
DATE: May 2010

Revised by Personnel Committee May 2010