

BOROUGH OF ARCHBALD JOB DESCRIPTION

POSITION

Borough Manager

PURPOSE

This position aids Borough Council in the overall conduct of Borough business by serving as the Chief Administrative Officer of the Borough of Archbald. In accordance with the Borough Code (8 Pa. C.S.A. §1141 1143), the powers and duties of the Borough Manager shall be regulated by ordinance. The Borough Manager shall be the Chief Administrative Officer of the Borough and shall be responsible to Council as a whole for the proper and efficient administration of the affairs of the Borough. The Borough Manager's powers and duties shall relate to the general management of all Borough business, but not those expressly imposed or conferred upon other Borough officers by statute.

DUTIES

Borough Manager duties shall include (but not be limited to):

- Supervise and be responsible for the activities of all Borough departments, except the police department.
- Be administrator, supervisor and responsible for activities of any and all Borough administrative employees.
- With the concurrence of Council, hire, and when necessary for the good of the Borough, suspend or discharge employees under the Borough Manager's supervision and jurisdiction.
- Make recommendations to Council with respect to the compensation of all employees under the Borough Manager's supervision and jurisdiction.
- Prepare and submit to Council a budget and an explanatory budget narrative for each fiscal year in such a timely fashion as will enable Council to consider and adopt the budget and any related ordinances or resolutions according to the requirements of Pennsylvania law. In preparing the budget, the Borough Manager shall obtain from the head of each department, agency, or board estimates of revenues and expenditures and such other supporting data as required. The Borough Manager shall utilize this information in preparing the budget to Council.
- Be responsible for the administration of the budget after its adoption by the Borough Council.
- Unless otherwise filled by someone else by action of Borough Council, serve as Borough Secretary without additional compensation.
- To the extent provided by law, execute and enforce the ordinances and resolutions of the Borough.
- Attend all meetings of Council and its committee meetings with the right to take part in any and all discussions pursuant to the rules and regulations for the conduct of

- meetings as established by Council.
- Prepare the agenda for each meeting of Council and supply facts, documents, and information 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 Borough Manager deems necessary and appropriate.
 - Working with the Borough's financial advisor, 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.
 - See that the provisions of all franchises, leases, permits, and privileges approved or granted by the Borough Council are observed.
 - With the approval of Council, employ 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.
 - Coordinating with the Borough's Treasurer, 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.
 - Coordinate and oversee the Purchasing function of the Borough in accordance with the provisions of the Borough Code and authorized by Borough Council, all supplies and equipment for various agents, boards and departments and other offices of the Borough. The Borough Manager shall keep an account of all purchases and shall, from time to time, or when directed by the Borough Council, make a full written report thereof. The Borough Manager shall also issue rules and regulations, subject to the approval by the Borough Council, governing the procurement of all municipal supplies and equipment.
 - Supervise the Borough's Billing function, prepare necessary invoices and collect all fees imposed by Borough Ordinances and any other applicable law or regulation and prepare invoices for and collect those taxes not otherwise collected by the Tax Collector.
 - Subject to directives of Borough Council, coordinate with the Borough's financial advisors to manage and direct 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.
 - 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.
 - Maintain 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.
 - Oversee the publication of 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 Borough 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 any office of the Borough, the Borough Manager shall cause such records or documents to be properly prepared and presented to such officer for the Borough Manager's signature.
- Serve as the Open Records Officer in accordance with the provisions of Pennsylvania law.
- Consults with Borough Zoning, Public Works, and Engineer as needed to ensure that 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 is being kept.
- Shall maintain an office in Borough Building and shall spend such time in the performance of the Borough Manager's duties as may be required by Council.
- When the Borough Manager becomes ill or needs to be absent from the Borough, the Borough Manager shall designate, with the approval of Council, one qualified member of the Borough Managers staff who shall perform the duties of the Borough Manager during the Borough Manager's absence or disability.
- Perform all other duties as may be required by Borough Council that are not inconsistent with law or ordinances of the Borough.
- Cooperate with Borough Council at all times and in all matters that are in the best interest of the Borough and of the general public.
- Research grants and other public and private funding sources.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

- Effective written, oral, and interpersonal communication skills.
- Strong computer usage skills, including Microsoft Office Suite products and financial management reporting software.
- Familiarity with use of social media, including Facebook, website administration and ability to employ social media for Borough purposes.
- Ability to understand and convey complex oral or written instructions and information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station (up to four (4) hours at a time) and extended periods of time standing and/or walking.

MINIMUM EXPERIENCE AND TRAINING

A Bachelor's degree in Business Administration or Public Administration; supplemented by three or more years of experience in government management; with relevant experience in budget preparation and budget administration; minimum of five (5) years of supervisory experience required. Must be able to be bonded by a Pennsylvania licensed bonding company. Must be able to pass a PA State Police background check, including child protective services. Must have a valid PA driver's license.

PREFERRED QUALIFICATIONS:

Master's degree in area related to business or government preferred.

DISCLAIMER

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the knowledge, skills, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This is a non-bargaining unit position.