

MOUNT JOY BOROUGH

JOB DESCRIPTION

TITLE: Borough Manager

DEPARTMENT: Administration

GENERAL SUMMARY: Under general direction from Borough Council, manage and direct operations to ensure effective delivery of programs and services; facilitate and direct planning for use of land and capital resources to make the Borough an attractive place to live and work; recommend policy and procedures to ensure compliance with laws, regulations, and Borough objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage operations of Borough offices; provide leadership and direction to administrative office staff and Public Works Director; provide for training and development of management skills and evaluate job performance, provide feedback and direction concerning goals, priorities, and objectives; communicate policy, establish workplace policies to provide overall consistency in operations; approve leave, resolve workplace problems. Administer discipline, recommend pay adjustments; hire and discharge, with the advice and consent of Council.
2. Provide administrative leadership in areas of planning, budgeting, reporting and grants; meet with Council to review short and long range goals, priorities, requirements and constraints; meet with staff, community and government representatives to communicate and gather feedback, build working relationships and facilitate planning and development of objectives to work toward completion of capital projects and goals.
3. Manage and direct budget development and forecasting; monitor budget, including expenses and revenue collection; develop and implement spending plans for general obligation or revenue bonds; develop budget parameters and administer monetary operational limits for various municipal program; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time; develop investment strategies.
4. Engage in public relations activities; resolve questions and complaints from citizens, or direct to appropriate staff person; develop plans to communicate issues to the public.
5. Serve as primary liaison to Borough Council; compile agenda for meeting, attend meetings to provide advice and information; serve as liaison between Borough Council and Authorities, Commissions and Committees.
6. Ensure duties of Borough Secretary are performed, as outlined by the Pennsylvania Borough Code; attend meetings of the council and other meetings as directed by Council. Inform council and the public of all meetings of council.

7. Perform related duties:

- a. Prepare or direct the preparation of proposals, studies, and reports to support development of projects and services; consider needs, structure of operations, level of funding, staffing, community goals and risk; examine legal boundaries and impact on codes, insurances, bonds, and audits; determine and establish priorities; research and procure grant monies; monitor and manage state or federal grants.
- b. Manage areas relating to community development; guide and facilitate process to accomplish comprehensive plan; communicate process to the public; plan for future development to provide for controlled growth and expansion of public services; recommend regulations to control location and development of residential and commercial areas.
- c. Serve as Purchasing Officer for the Borough; establish system to approve purchases of supplies and equipment; establish rules and regulations governing requisition and purchasing; enter in contracts as approved by Borough Council and monitor compliance with contracts; review and/or write bid specifications for the purchase of new equipment, supplies or services.
- d. Manage maintenance of Borough facilities and property; direct maintenance activities, and activities related to improvement or replacement of facilities and property; ensure provisions of franchises, leases, permits and privileges and other contractual rights of Borough are observed.
- e. Research and develop projects, e.g., develop fee schedules, project budgets, ordinance amendments; serve as liaison and provide briefings on community organization meetings; execute routine decisions and facilitate decision making of non-routine issues with key borough employees and the Council to accomplish ongoing business.
- f. Serve as Borough Open Records Officer for PA Right to Know Law; respond to requests for information or ensure response is provided.
- g. Participate in training for emergency management response.

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 bachelor's in public administration, or a combination of education and extensive experience in municipal government management.

Must also complete National Incident Management System (NIMS) training:

- ICS-700: NIMS, An Introduction
- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents

Knowledge:

- Comprehensive knowledge of public administration principles and practices
- Comprehensive knowledge of budgeting
- Comprehensive knowledge of Borough code, and state and federal laws affecting Boroughs
- Comprehensive knowledge of borough zoning, building, property maintenance, solid waste, health and safety, taxation, tree, 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

Skill:

Computer operation

Abilities:

- Ability to navigate complex issues and share understanding with others
- Ability to inspire trust to ensure input is viewed as unbiased and accurate
- Ability to promote high morale as leader and manager of an organization
- Ability to manage complex projects
- Ability to facilitate long range planning within a collaborative framework
- Ability to communicate effectively and persuasively in writing and orally
- Ability to build relationships to strengthen community partnerships
- Ability to promote accountability for completion of goals and objectives
- Ability to apply management and supervisory principles to solve practical, everyday problems
- Ability to establish effective relationships with employees, management staff, elected officials, members of the public, representatives of government regulatory agencies, vendors, and representatives of outside firms providing services for the Borough
- Ability to prepare reports and present facts and ideas in a clear and organized fashion

- Ability to effectively resolve complaints through proper investigation, mediation and/or action to correct problem
- Ability to develop relationships to promote a vibrant and sustainable community

Working Conditions:

Work is performed in normal but busy office environment. Attendance at evening meetings is frequently required. Travel to various facilities and project sites, and meetings outside the borough is frequently required. Work involves interacting with residents, vendors, employees, and various professionals. Position requires an ability to communicate clearly, and bring people with varying interests together to work towards the best community possible.

DISCLAIMER:

The above statements 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: December 2020

This job description is subject to change