

BOROUGH OF EBENSBURG
Borough Manager

Statement of Job

- Perform high-level administrative, technical and professional work in directing and supervising the overall administration of Borough government. Work under the broad policy guidance of the Borough Council. Exercise supervision over all municipal employees either directly or through subordinate supervisors. The Manager shall be the Chief Administrative Officer of the Borough and shall be responsible to the Council as a whole for the proper and efficient administration of the affairs of the Borough. The powers and duties of administration of all Borough business shall be vested in the Manager, unless expressly imposed or conferred by statute upon other Borough officers.

Job Functions

- Manage, supervise and be responsible for the activities of all municipal departments, except for the Police Department, which may be delegated to the Manager by the Mayor.
- Hire, and when necessary for the good of the service, discipline, suspend or discharge any employee under the Manager's supervision, except those persons covered by collective bargaining agreements or by the civil service provisions of the Borough Code who shall be hired, disciplined, suspended or discharged in accordance with such provisions. The Manager shall report, no later than the next meeting thereafter of Council, any action taken.
- Propose wages and salaries of all personnel under his supervision subject to final approval by Council.
- Actively lead in negotiation of collective bargaining agreement for both uniformed and non-uniformed personnel.
- Prepare and submit annually to Council, according to State uniform budget requirements, a budget for the next fiscal year including a long-term projection of capital project/equipment requirements.
- Administer the budget after its adoption by the Council through the preparation and dissemination of monthly or quarterly reports.
- Develop long-range fiscal plans for the municipality to be presented as necessary to the Council for its review and adoption.
- Hold such other municipal offices and head such municipal departments as the Council may from time to time direct.
- Attend all meetings of Council and its committees, unless excused by President of Council. The Manager shall have the right to take part in the discussions. The Manager shall receive notice of all special meetings of Council and its committees.
- Prepare the agenda for each meeting of Council and supply facts pertinent thereto.
- Keep the Council informed as to the conduct of Borough affairs; submit periodic reports on the condition of the Borough finances and such other reports as the Council requests; and make such recommendations to the Council as the Manager deems advisable.
- Submit to Council from time to time a complete report on the finances and the administrative activities of the Borough.

- See that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.
- Employ, by and with the approval of Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough.
- Perform the letting of contracts in due form of law and supervise the performance and faithful execution all contracts except insofar as such duties are expressly imposed by statute upon some other Borough Officer.
- See that all money owed the Borough is promptly paid and that proper proceedings are taken for the security and collection of all the Borough's claims.
- Act as the Purchasing Officer of the Borough and purchase in accordance with the provisions of the Borough Code, all supplies and equipment for the agencies, boards, departments, and other offices of the Borough.
- Keep an account of all purchases and, from time to time or when directed by Council, make a full written report thereof.
- Issue rules and regulations, subject to the approval of Council, governing the procurement of all municipal supplies and equipment.
- Investigate and dispose of all complaints regarding Borough services and report thereon to Council.
- Manage agencies and offices of the Borough to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate staff; review progress and directs changes as needed.
- Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provide professional advice to the Borough Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.
- Communicate official plans, policies and procedures to staff and the general public.
- Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determine work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Maintain harmony among workers and resolve grievances.
- Perform or assist subordinates in performing duties; adjust errors and resolve complaints.
- Prepare a variety of studies, reports and related information for decision-making purposes.
- See that all laws and ordinances are faithfully performed, subject only to the limitations of the Borough Code.
- Serve as Administrative Officer for the Ebensburg Municipal Authority, including the preparation of meeting agendas and participation in all meetings.
- Serve on boards, commissions, committees, task forces and other bodies as appointed or authorized by Council.

- Recommend for adoption by the Council such measures as the Manager may deem necessary or expedient.
- Prepare and submit to the Council such reports as may be required by that body or as the Manager may deem it advisable to submit.

Required Knowledge, Skills and Abilities

- Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, community development, economic development and recreation.
- Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.
- Ability to recognize, analyze and react in day-to-day situations requiring independent discretion and judgment.
- Ability to objectively communicate and apply Borough ordinances, regulations and policies.

Preferred Minimum Training and Experience

- Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and five (5) year of experience in local government or equivalent.

Required Licenses and Certifications

- Valid Pennsylvania motor vehicle operator's license

Physical Demands

Light administrative work. Requires standing (up to 2 hours at a time); walking; occasional lifting of up to 10 lbs.; occasional bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, and pushing and pulling; Frequent repetitive motion, grasping and manipulation of hands; Excellent sensory abilities including speaking, hearing, seeing, visual acuity, depth perception, and tactile sensation.

Working Conditions

Position involves occasional outside work with noise sufficient to interrupt conversation. Most work is done in office environment that is usually moderately quiet; Occasional exposure to temperature (cold and heat) extremes; dampness, vapors, fumes, odor, and dust. Position requires flexible working hours including evenings and weekends.