

## **Verona Borough Job Description Borough Manager**

### **Job Summary**

This position is responsible for the overall administration, management, and day-to-day operation of borough government and services, including personnel, budgets, purchasing, infrastructure, grants and pensions. The Borough Manager is an appointed position by an elected seven member Council. The Borough Manager recommends policies to Borough Council. The Borough Manager is responsible to carry out the policies set by Council; develop and implement procedures; and is responsible for successful execution of policies and procedures. The Borough Manager reports directly to Borough Council.

### **Major Job Responsibilities**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers the operations of the borough government in accordance with the Borough Code and laws of the Commonwealth of Pennsylvania.
- Manages and supervises Borough operations to achieve goals within available resources; plans and organizes workload and staff assignments, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Analyzes, evaluates and makes recommendations to Council on policies and procedures and implements decisions made by Council.
- Implements the policies and executes directions from Borough Council.
- Performs the duties of Borough Secretary, as required by law or actions of Council.
- Ensures that all ordinances and regulations of the Borough are enforced.
- Attends all Borough Council and workshop meetings. Provides agenda items and supplies necessary facts, materials and information the Friday before the scheduled meetings.
- Prepares and submits before the close of the fiscal year or on such alternate date determined by Council, a budget for the next fiscal year with an explanatory budget message.
- Administers the budget after the adoption by Council and submits monthly reports. Supervises and directs all spending and purchasing by Borough departments.

- Develops long and short-term plans for borough operations, including capital improvements, road and sewer repairs, construction, etc.
- Supervises all borough employees and contract personnel, including work assignments, schedules, performance, discipline or discharge, recommends promotion, adjusts grievances, approves leaves, recommends and adjusts pay assignments, excluding the Police Department.
- Acts as a liaison between Council and all appointed boards, commissions and committees and attends meetings as required. Prepares reports and informs Council of pending actions.
- Acts as a liaison on all economic development activities, mutual cooperation with other boroughs, and other government related agencies.
- Acts as a liaison between Council and the public by responding to all inquiries and resolving conflicts. Tracks, resolves and reports on calls for service and complaints.
- Assumes overall responsibility for communication between Borough Council and the Borough Departments, with the exception of the police department.
- Informs Council of significant operational, financial and administrative affairs affecting the Borough.
- Provides information to the media as requested.
- Negotiates and sign contracts for Borough subject to approval of Council.
- Performs other duties as assigned by Council.
- Records, files and arranges for publication of municipal ordinances in accordance with all applicable laws and regulations.
- Acts as the open records officer on behalf of the Borough.

### **Required Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of public administration.
- Knowledge of fiscal policies and procedures applicable to municipal finance administration, including long-range capital planning and budget preparation.
- Knowledge of the Pennsylvania Borough Code, Verona Borough ordinances, and state/federal laws governing local government administration.
- Knowledge of management principles and practices, supervisory methods and techniques, and people management skills.
- Ability to communicate effectively in oral, written and email form.
- Ability to plan projects and organize work in an efficient manner.
- Ability to prepare bid specifications, proposals, grants and reports.
- Ability to create a team environment.

**Experience and Training**

- Graduation from an accredited four year college or university with a Master's Degree in public administration or closely related field preferred.
- 5 years of progressively responsible experience in local government
- Or any other acceptable combination of experience and training

This job description is only a partial list of responsibilities, duties, and required abilities and may change at any time at the discretion of Council. The Borough Manager is an at-will employee, appointed by Council, and serves at the sole discretion of Council.

This job description is not to be construed as a contract.