

BOROUGH OF WILKINSBURG

JOB TITLE: **BOROUGH MANAGER**
DEPARTMENT: ADMINISTRATION
REPORTS TO: MAYOR AND COUNCIL
LAST REVISED: OCTOBER 2016

POSITION PURPOSE AND OBJECTIVES: Performs responsible administrative and managerial work in directing the administration of all Municipal affairs; does related work as required. The individual in this class is the Chief Administrative Officer of the Borough, and is responsible for planning, directing and coordinating a variety of administrative functions including budgeting and finance, purchasing, personnel and other related services prescribed in the Municipal or State Borough Code and Administrative Code. Additionally, this individual is responsible for directing and coordinating all line department functions to ensure that they conform with municipal policy, directives, rules and regulations, and applicable municipal laws. Work is performed under the broad policy guidance of the Mayor and Council.

ESSENTIAL JOB FUNCTIONS:

- Oversees the administration and enforcement of all laws and ordinances of the Municipality
- Responsible to the Council for carrying out all policies established by Council and for the proper administration of all affairs of the Borough within the jurisdiction of the Council and within the restriction of Borough Code.
- Prepares and administers the personnel system of the Borough in accordance with Municipal or State Borough Code as well as Policies and Procedures established by Council
- Directs and supervises the administration of all departments, offices and agencies, except as otherwise provided by the Municipal or State Borough Code or by law
- Appoints and/or removes and Assistant Manager with the consent of Council
- Makes recommendations to the Council concerning policy formation and keeps all members of Council regularly informed as to the conduct of municipal affairs
- Works in conjunction with the Finance Director and keeps the Council fully advised as to the financial condition of the Municipality and oversees delivery of financial reports as Council may desire
- Submits the annual budget and capital program to the Council under the provisions established by the Borough Code, and administers the budget and capital program approved by Council
- Makes recommendation to Council regarding appointment, suspension and/or removal of all municipal employees, except as otherwise provided by law or the Municipal or State Borough Code
- Ensures that all terms and conditions imposed in favor of the Municipality or its inhabitants in any statute, public utility franchise or other contract are faithfully kept and performed, and upon knowledge of any violation, call the same to the attention of Council
- The Manager or a designate performs the duties of the Clerk of the Municipality in causing appropriate records to be made, preserved and certified as required by law, or by the action of Council
- Attests to documents as required or appoint a designee Borough Secretary/Clerk or Assistant

Manager, and oversees use of the Municipal Corporate Seal

- Attends all Council meetings unless otherwise dismissed and takes part in discussions
- Negotiate, enforce and oversee compliance of all Collective Bargaining Agreements
- Adheres to all provisions prescribed in the Administrative Code for this position

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Able to pass criminal background check and drug testing. Thorough knowledge of the principles and practices involved in public administration; knowledge of fiscal policies and procedures as they apply to municipal finance administration; substantial knowledge of purchasing practices and procedures; knowledge of supervisory methods and techniques; ability to maintain accurate records through electronic and paper systems; ability to use Microsoft Office, particularly MS Word and MS Excel, and any current or other future computer platform for documentation; skills in public speaking; ability to plan, organize, direct, and coordinate administrative policies, rules and procedures, and to provide overall direction to all department activities and functions; ability to communicate ideas and concepts clearly and concisely, both orally and in writing; ability to effectively negotiate and properly interpret union contracts; ability to establish and maintain a good working relationship with elected officials, personnel and the general public; implement skills of verbal and non-verbal conflict resolution. Must possess a valid PA Driver's License.

WORKING CONDITIONS: Work is performed in a generally comfortable indoor office environment.

PHYSICAL DEMANDS: (SEDMETARY) Prolonged sitting, light lifting of office materials, normal corrected vision and hearing.

MINIMUM QUALIFICATIONS:

Education: Bachelor of Arts degree in public administration or related field from an accredited college or university or equivalent years of experience in Municipal government.

Experience: Extensive experience in municipal administration, with a considerable amount at a responsible supervisory level; or any combination of training and experience which provides the required knowledge, skills and abilities.

If at any time the employee is required to operate a vehicle as part of work duties either personnel or Borough vehicle, employee must possess a valid Pa Drivers License.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Borough Manager.

Approved:

Personnel Committee Chair

Council President

Original Approval

Revised