

Milton Borough

Job Description

Position

Borough Manager

Purpose

The Borough Manager shall administer the business of the Borough as directed by the full Borough Council as governed by Borough Ordinance, the Pennsylvania Borough Code, and all applicable State and Federal laws, rules and regulations.

Responsibilities and Duties – Includes but is not limited to:

1. Shall maintain an office in the Borough Hall and shall spend such time in the performance of his duties as may be required by Council.
2. Supervise and be responsible for the activities of all Borough departments with the exception of the Police Department.
3. To the extent provided by law, execute and enforce the ordinances and resolutions of the Borough.
4. Attend all meetings of Council and, upon request, attend its committee meetings with the right to take part in any and all discussions pursuant to the rules and regulations for conduct of meetings as established by Council.
5. Prepare the agenda for each meeting of Council and supply facts pertinent thereto. Make recommendations to Council as the Manager deems necessary and appropriate. Prepare a written report on the happenings in the Borough for every Council meeting.
6. Submit periodic reports of the condition of Borough Ordinances and such other reports as Council deems appropriate and may request.
7. The Borough Manager shall hold such other municipal offices or head one or more of the municipal departments as the Council may from time to time direct in accordance with the Pennsylvania Borough Code.
8. The Manager shall coordinate with Department Heads the suspension or recommendation of discharge for all employees, provided that persons covered by the Civil Service provision of the Borough Code and collective bargaining agreements shall be hired, suspended, or discharged in accordance with such provisions. Filling vacant positions must have prior approval of Council.
9. Supervise and be responsible for activities of any and all Borough employees who shall be assigned to his jurisdiction by ordinance or resolution of Council or assigned to his jurisdiction by the Mayor in writing.
10. Develop an annual budget, based on past revenue and expenditure history, information submitted from department heads, future needs of the Borough, and

financial constraints, submit the proposed budget to the finance committee which after review will recommend it to the full council annually.

11. Be responsible for managing and directing 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.
12. Make recommendations to Council with respect to the compensation of all employees under his supervision and jurisdiction.
13. Submit to Council as soon as practical at the close of the fiscal year a complete report of the financial and administrative activities of the Borough for the preceding year.
14. Develop a projected five-year financial plan, to include infrastructure repairs, equipment replacement/maintenance, all borough owned buildings and property maintenance, which will be reviewed by the finance committee which after review will submit to the full council annually.
15. Keep 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.
16. Keep 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.
17. Secure compliance with all franchises, leases, permits and privileges granted by Council.
18. Secure payment to the Borough of all money owed and insure that proper proceedings are taken for the securing and collection of all of the Borough's claims.
19. Prepare necessary invoices and collect any municipal fees imposed by the Borough.
20. Oversee the payment of all invoices owed by the Borough within the payment guidelines of the invoice.
21. Research all funding sources available to the Borough.
22. Apply for and administer various grants in accordance to the special condition clause of the grant.
23. Purchase equipment and services for all Borough Departments in accordance with the Pennsylvania Borough Code, State and Federal Laws, rules, and regulations. Report these purchases to Council monthly.
24. Issue rules and regulations, subject to Council approval, governing the requisition and purchase of all municipal supplies and equipment.
25. Administer all financial records as required to maintain compliance with applicable audit requirements.
26. Submit results from all audit reports to Council.
27. Submit all required reports to Council, State and Federal agencies.

28. Maintain adequate insurance for all Borough owned equipment, properties, health care, liability, employment insurance benefits, and workman's compensation.
29. Employ experts and consultants to perform work and to advise in connection with any functions of the Borough and to see to the letting of contracts in due form of law.
30. Represent council in matters relative to union and union members and shall issue all work rules and disciplinary notices to union employees on behalf of Council, and as approved by Council.
31. Negotiate and administer union collective bargaining agreements with the Milton Police Officer's Association and Teamster Local #762.
32. Where the law makes it the duty of specific employee to keep or maintain records, the Manager shall make available to such employee all necessary clerical assistance for the preparation of such records and shall make available a place for the custody of such records.
33. Where the law requires or provides for a certification of any records or documents by any employee of the Borough, the Manager shall cause such records or documents to be properly prepared and presented to such employee for his signature.
34. Receive and resolve all grievances from union employees, up to and including arbitration when applicable. Report all results to full Council.
35. Investigate and dispose of all complaints regarding services of personnel of the Borough.
36. Recommend revisions to current borough policies, rules, and regulations, and draft new policies, rules, and regulations for full Council approval.
37. Oversee all infrastructure contracts in accordance with the applicable bid document.
38. Supervise performance and faithful execution of all contracts
39. Publish 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.
40. Receive all legal notifications, claims, grievances, and complaints pertaining to the borough, and take the necessary actions to resolve them as directed by Council.
41. Perform all other duties as assigned by the full Council.

Required Knowledge, Skills, and Abilities

Education- Bachelor's degree preferred from an accredited college or university.

Experience- Four (4) years of experience in administration/management of a public agency or a private business, or equivalent combination of education and experience.

Residency Requirement- Must live within a 15-minute normal drive time of the Borough of Milton within 6 months of the completion of the twelve (12) month probationary period.

Physical Condition- Excellent

Skills- Posses knowledge of principles and practices of public administration including; municipal financial procedures and practices, labor law practices and the administration of, ability to communicate with and motivate department heads and other borough employees, ability to communicate with the general public and resolve differences in a consistent, fair and concise manner, ability to analyze challenging situations to resolve through a workable solution, operational knowledge of all applicable office equipment. Computer skills and competencies in electronic media, software applications, and communication abilities.