

# STEELTON BOROUGH MANAGER

## JOB DESCRIPTION

### **SUMMARY**

The Borough Manager is the Chief Administrative Officer of the Borough and oversees all municipal departments (except police), coordinates and supervises the daily operations of the Borough, and carries out the policies set by Borough Council. The Borough Manager serves as the Right-to-Know Officer for the Borough and is responsible for processing all Right-to-Know requests pursuant to the Right-to-Know law. The Borough Manager must maintain an image that represents service, vitality, and professionalism.

### **ESSENTIAL DUTIES AND JOB RESPONSIBILITIES**

- Manage the Borough according to Council policies and state law
- Oversee the Borough infrastructure and the enforcement of ordinances
- Supervise and manage the financial affairs of the Borough, in conjunction with the Borough Treasurer
- Prepare and administer annual budget, in conjunction with the Borough Treasurer
- Prepare various administrative and financial reports
- Purchase supplies (excluding office supplies), and equipment for the agencies, commissions, departments, and other offices under the Manager's supervision
- Recommend the hiring, disciplining, and terminating of non-uniformed employees; coordinate disciplinary actions as needed; assist with hiring and training new employees; recommend personnel wages to Borough Council
- Apply for and procure state, federal, and private grants to improve the Borough
- Attend to the letting and control of contracts
- Prepare long-term plans of capital improvements, in conjunction with the Planning Commission
- Investigate and address all complaints and concerns from constituents concerning services
- Represent the Borough in the community and at meetings
- Prepare the agenda for and attend Borough Council meetings, present information pertaining to agenda items/Council inquiries
- Record and maintain minutes of Borough Council meetings
- Maintain custody of the corporate seal of the Borough, and certify documents under the seal
- Record proof of service of all notices required by law

### **PREFERRED QUALIFICATIONS**

Bachelor's degree in public administration, accounting, business administration, human resources, or a related field with at least three years of relevant experience. Local government experience preferred. Employee must possess and maintain a valid Pennsylvania driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to maintain strict confidentiality
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong supervisory and leadership skills
- Thorough knowledge of employment-related laws and regulations
- Proficient technical skills, including Microsoft Office products

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- Prolonged periods of sitting at a desk and working on a computer
- Use of general office equipment

NOTE: The above description is intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential job functions, responsibilities, or requirements. Employee may perform other related duties as negotiated to meet the ongoing needs of the Borough.