

JOB DESCRIPTION- BOROUGH MANAGER/SECRETARY, BOROUGH OF MILLVALE, PA

The Borough Manager/Secretary is the chief administrative officer of the Borough and is appointed by and responsible to the Borough Council for the proper and efficient administration of the affairs of the Borough, in accordance with the policies and budget approved by Borough Council.

The Manager/Secretary must be able to communicate well in writing or verbally to all constituents in a wide range of situations, including development of reports as required by Borough Council.

Keep the Borough Council informed as to the conduct of borough affairs; submit periodic reports on conditions of the borough and such other reports as the Council and/or Committee requests and make recommendations to the Council as appropriate.

Manager/Secretary will provide recommendations to Council as needed and respond to requests by Council in a timely and professional manner. Be able to handle inquiries, complaints and suggestions received by Councilmembers as well as prepare agendas for meetings.

Work with the Treasurer and the Council Finance Committee and to compute and present estimated costs to the Borough Council on items for Council's review and approval.

With the assistance of the Borough Treasurer, the Manager shall keep Council advised of financial conditions, progress and present and future needs of the Borough. The Manager shall submit a report on Borough finances on at least a monthly basis.

Effectively manage personnel and be responsible for the activities of all municipal departments. Supervise all non-uniformed staff, including hiring, performance evaluation, training and discipline.

Communicate with Council on significant problems that the Manager needed to address with personnel.

The Manager/Secretary will prepare rules and regulations subject to the approval of Borough Council, governing the procurement of all municipal supplies and equipment.

Attend meetings involving other Boroughs, Townships, and counties and non-profit organizations, and will communicate key points to council from the meetings attended.

Coordinate all activities involving community service workers assigned to the Borough and community.

Oversee the enforcement of all laws of the Commonwealth of Pennsylvania and Borough Ordinances, Resolutions and Bylaws other than those that are enforced by sworn police officers.

Obtain signatures and enter minutes and ordinances and resolutions into the appropriate books.

Prepare the minutes of council meetings and Borough correspondence.

Process workers' compensation claims and other insurance related claims and ensure that all new employees fill out paperwork including health and life insurance paperwork.

Apply for grants and complete applications as needed.

Work with the Economic Development Director on completing grants and preparing quarterly Borough Newsletters.

All work is to be completed in a timely manner; more duties may be assigned to this position as deemed necessary by Borough Council. Possess the qualifications, abilities, knowledge, skills and experience at the Manager/Secretary's date of hire and as may be determined and communicated to the Manager/Secretary by Council from time to time.