

**BOROUGH OF DRAVOSBURG  
JOB DESCRIPTION**

POSITION TITLE: Borough Manager  
POSITION REPORTS TO: Borough Council/Finance Committee  
DAYS OF WORK/SHIFT: Monday through Friday, 8:00am to 4:00pm  
JOB CLASSIFICATION: Full Time/Regular

**NATURE OF WORK**

The Borough Manager is responsible for all duties related to the daily operation of the Borough. The Manger serves as secretary of the Borough Council; records, documents and files all official acts of Borough Council and other commissions. In addition, the Manager maintains an account of all receipts and expenditures of the Borough and serves as a source of information to the public. The Manager oversees and coordinates the work of all employees. This position is managerial in nature and involves direct supervision of employees in the borough. The Manager maintains the borough website and social media and acts as the official Open Records Officer and Safety & Risk Management/Loss Control Manager.

**General Responsibilities**

- Use and reconciliation of checking account for all Borough receipts, expenditures and investments.
- Attend Council meetings and Council Committee meetings, record minutes and distribute copies to Council members; record, advertise, and file ordinances and resolutions, sign and seal official documents, maintain appropriate files, inform council of any available grant programs.
- Respond appropriately to questions from the public, Borough officials and other official agencies providing accurate information.
- Prepare agendas and other documents for Borough Council and for other committees, notify members of meetings, advertise meetings in accordance with the Sunshine Act.
- Maintain accounting records, daily use of word processing programs; maintain hardware and software through appropriate vendor contracts.
- Receive and record Borough monies paid to the Borough, deposit monies in a timely manner, notify Council of such transactions, submit accounts to Borough Auditor.
- Make payments from Borough funds upon approval from Council, invest excess monies and funds.
- Maintain accurate payroll records. Prepare and process biweekly payroll, make proper payroll deductions and post related expenses to general ledger.

- Maintain Dravosburg Borough Website and Social Media Page.
- Implement Loss Control Programs and Safety Training Programs.
- Compile yearly budget and present to Council in a timely manner.
- Prepare RFP's and obtain quotes for optimum insurance coverage.
- Prepare RFP's and obtain proposals for yearly depository and TRAN, if needed.
- Perform any related work as required or as needed at the request of Borough officials.

### **JOB QUALIFICATIONS (Education/Training/Experience)**

- Bachelor's degree in Public Administration, Business Administration or related field. Previous experience in municipal governmental preferred.
- Manage multiple tasks while maintaining a high level of efficiency and decision making.
- Knowledge of word processing, spreadsheet and database management programs.
- Excellent leadership, communication, and interpersonal skills.
- The ability to be bonded.
- Any equivalent combination of acceptable education, training or experience.

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

The general skills and knowledge required are technical in nature. The ideal candidate should have exceptional personal management skills. Additionally, this person should possess excellent oral and written communication skills in English. As this position requires a high degree of contact with the public, interpersonal skills are essential. Other qualities fundamental for the position include good judgement, discretion, organizational abilities and the ability to work independently.

### **PHYSICAL REQUIREMENTS**

This position involves working in an office environment.

Remaining in a stationary position, often standing or sitting for prolonged periods; Work that may involve repetitive motion of the wrists, hands, and/or fingers.

**The above description is meant to reflect the general duties and responsibilities of the job identified and should not be construed as a detailed description of all work requirements inherent in the position.**