

Greenville Borough
Borough Manager

Job Summary

This position is responsible for the overall administration, management, and day-to-day operation of borough government and services, including personnel, budgets, purchasing, infrastructure, grants and pensions. The Borough Manager is an appointed position by an elected seven-member Council. The Borough Manager is responsible for fulfilling the duties of the position as specified in the Home Rule Charter. Reports directly to Borough Council.

Major Job Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed for this position. The omission of an essential function does not preclude Council from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers the operations of the borough government in accordance with the Home Rule Charter and laws of the Commonwealth of Pennsylvania.
- Manages and supervises Borough staff and operations to achieve goals within available resources; plans and organizes workload and staff assignments, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Supervises all borough employees, contract personnel and consultants, including hiring, work assignments, schedules, performance, discipline or discharge, recommends promotion, adjusts grievances, approves leaves, recommends and adjusts pay assignments.
- Prepares and submits, by the date required by the Home Rule Charter, a budget for the next fiscal year with an explanatory budget message.
- Prepares and submits a multi-year capital improvement program to Borough Council each year, as part the annual budget process.
- Administers the budget after the adoption by Borough Council and submits monthly reports. Supervises and directs all spending by Borough departments; serves as Purchasing Agent.
- Assures timely completion of the annual independent audit and financial report.
- Analyzes, evaluates and makes recommendations to Council on policies and procedures and implements decisions made by Borough Council.
- Implements the policies and executes directions from Borough Council.
- Performs the duties of Borough Secretary, as required by law or actions of Council.

- Attends all Borough Council and workshop meetings. Provides agenda items and supplies necessary facts, materials and information the Friday before the scheduled meetings. Participates in discussions and makes recommendations.
- Develops long and short-term plans for borough operations, including capital improvements, road and facilities repairs, construction, etc.
- Acts as a liaison between Council and all appointed boards, commissions and committees and attends all meetings. Prepares reports and informs Council of pending actions.
- Acts as a liaison, or assigns a designee, to all economic development activities, mutual cooperation with other boroughs, and other government related agencies.
- Acts as, or supervises a designee to serve as, a liaison between Council and the public by responding to all inquiries and resolving conflicts. Tracks, resolves and reports on calls for service and complaints.
- Assumes overall responsibility for communication between Borough Council and the Borough Departments.
- Informs Council of significant operational, financial and administrative affairs affecting the Borough.
- Provides information to the media as requested.
- Negotiates and executes contracts, intergovernmental agreements, and collective bargaining for Borough subject to approval of Council.
- Performs other duties as assigned by Council.

Required Knowledge, Skills and Abilities

Knowledge of the principles and practices of public administration.

Knowledge of fiscal policies and procedures applicable to municipal finance administration, including long-range capital planning and budget preparation.

Knowledge of the Pennsylvania Borough Code, Municipalities Planning Code, local laws and regulations, and state/federal laws governing local government.

Knowledge of management principles and practices, supervisory methods and techniques, and people management skills.

Ability to communicate effectively in oral and written form.

Ability to plan projects and organize work in an efficient manner.

Ability to prepare bid specifications, proposals, grants and reports.

Ability to create a team environment.

Valid state issued Driver's License.

Experience and Training

Graduation from an accredited four-year college or university.

Master's degree in public administration or closely related field preferred.

5 years of progressively responsible experience in local government or other acceptable combination of experience and training.

Physical Requirements

Daily duties include a complete regimen of physical activity including bending, climbing, crouching, crawling, kneeling, pulling, pushing, reaching, maneuvering stairs, and turning. The Town reserves the right to require a physical examination by a physician of its choosing. Management reserves the right to add, modify, change or rescind work assignments as needed. The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Other Requirements

This job description is only a partial list of responsibilities, duties, and required abilities and may change at any time at the discretion of Council.

The Borough Manager is an at-will employee, appointed by Council, and serves at the sole discretion of Council.

The Borough Manager need not be a resident of the Town or of the Commonwealth of Pennsylvania at the time of appointment. As soon as possible after appointment he/she shall become, and remain during tenure as Manager, a resident of the Borough unless waived by Borough Council.

This job description is not to be construed as a contract.