

## BOROUGH OF FOREST HILLS JOB DESCRIPTION



**Position Title:** Borough Manager

**Department:** Borough Office

### Job Summary

The Borough Manager is the chief executive and administrative official of the borough of Forest hills. This position is responsible for planning, directing, coordinating and implementing the administration of the Borough government in accordance with Borough ordinances, the administrative code and all other laws and regulations.

### Essential Duties

- Supervise and be responsible for the activities of all Borough departments except the police department.
- Make recommendations to Council with respect to the compensation of all employees under his/her supervision and jurisdiction.
- Prepare and submit to Council before the close of the fiscal year or on such alternative date as Council may determine, a budget for the next fiscal year and an explanatory budget message and administer same.
- Prepare and submit to Council in conjunction with the treasurer, a preliminary budget and a proposed budget and submit to the finance committee before the end of the fiscal year for the ensuing fiscal year.
- Obtain from the head of each department, board, agency or other office, estimates of revenues and expenditures and other supporting duties for the purpose of preparing the budget.
- To the extent provided by law, execute and enforce the ordinances and resolutions of the Borough.
- 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 the conduct of meetings as established by Council.
- Prepare the agenda for each meeting of Council and supply facts pertinent thereto.
- Submit periodic reports of the condition of Borough Ordinances and such other reports as Council deems appropriate and may request.
- Make recommendations to Council as the Manager deems necessary and appropriate.
- Submit to Council as soon as practicable at the close of the fiscal year a complete report of the financial and administrative activities of the Borough for the preceding year.
- Secure compliance with all franchises, leases, permits and privileges granted by Council.
- Employ, with the approval of Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough and to see to the letting of contracts in due form of law.
- Supervise performance and faithful execution of all contracts.
- Secure payment to the Borough of all money owed and ensure that proper proceedings are taken for the securing and collection of all of the Borough's claims.
- Be the Purchasing Officer of the Borough and purchase, in accordance with the provisions of the

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Borough Code, all supplies and equipment for various agents, boards and departments and other offices of the Borough.

- Communicates official plans, policies and procedures to staff and the general public.
- Provides professional advice to the Borough Council and department managers; makes presentations to councils, boards, commissions, civic groups and the general public.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Prepare necessary invoices and collect utility fees for water service, sewer service, and garbage service, and any other municipal fee imposed by Borough Ordinance.
- Prepare invoices for and collect those taxes not otherwise collected by the Tax Collector.
- Serve as Borough Zoning Officer.
- 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.
- Keep an account of all purchases and, when directed by Council, make a full and written report thereof.
- Issue rules and regulations, subject to the approval of Council, governing the requisition and purchase of all municipal supplies and equipment.
- Investigate and dispose of all complaints regarding services or personnel of the Borough.
- 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.
- 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.
- 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.
- Prepare and have custody of all municipal records required by law to be kept by the Borough and not by a specific officer.
- Where the law makes it the duty of a specific officer to keep or maintain records, the Manager shall make available to such officer all necessary clerical assistance for the preparation of such records and shall make available a place for the custody of such records.
- Where the law requires or provides for a certification of any records or documents by any office of the Borough, the Manager shall cause such records or documents to be properly prepared and presented to such officer for his signature.
- 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.

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- Shall maintain an office in Borough Building and shall spend such time in the performance of his duties as may be required by Council
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- Attend seminars, professional meetings and workshops related to the duties and responsibilities of the position including any state and federal mandated training.
- Attend other meetings with council, boards, instructors, clients, and other essential personnel.
- Maintain good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.
- Responsible for directing and supervising the personnel systems of the organization, including classification, compensation, labor relations, training as well as the progressive discipline process. Manager holds responsibility for the recruitment process including responsibility for the final selection of applicants to fill vacant and new positions.

### Other Duties and Responsibilities

1. Performs duties delegated by the Mayor to the Manager, subject to recall by written notification at any time, any of the Mayor's non-legislative and nonjudicial powers and duties.
2. Attend seminars, professional meetings and workshops related to the duties and responsibilities of the position including any state and federal mandated training.
3. Performs other related duties as delegated by the Borough Council.
4. Maintains good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.
5. Serves as the Director of Human Resources for the Borough and, as such, is responsible for the following duties:
  - Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training.
  - Communicates official plans, policies and procedures to staff and the general public.
  - Recruits, interviews, selects employees to fill vacant positions.
  - Plans and directs new employee orientation to foster positive attitude toward organization goals.
  - Through subordinates, keeps records of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
  - Conducts wage survey within labor market to determine competitive wage rate.
  - Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.

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- Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.
- Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.
- Plans modification of existing benefits programs. Recommends benefit plan changes to the Council.
- Notifies employees and labor union representatives of changes in benefits programs.
- Writes directives advising department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.
- Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Participates in negotiating collective bargaining agreements.

### Other Special Conditions

#### Employee Relations

Neither the Council, its members, nor its committees shall dictate or influence or attempt to dictate or influence the hiring of any person to, or their discharge from, Borough employment by the Manager, or in any manner take part in the hiring, suspending, or discharging of employees in the administrative service of the Borough, except as required by the civil service provisions of the Borough Code. Other than for the purposes of inquiry, the Council or any of its members, or any of Council's committees or its members, shall deal with the administrative service solely through the Borough Manager, and neither the Council nor any of its members, nor any of Council's committees or its members, shall give orders, publicly or privately, to any subordinate of the Manager.

#### Appointment and Removal of Manager

The manager is appointed for an indefinite term by a majority of all the members of Council. The Manager serves at the pleasure of Council and may be removed at any time by a majority vote of all the members of Council. At least 30 days before such removal becomes effective, Council shall furnish the Manager with a written statement setting forth its intention to remove him and the reasons therefore.

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### Manager's Bond

Before entering upon the duties of Manager, and each year thereafter, the appointed Manager shall give bond to the Borough with a bonding company assuring such sum as is set by Resolution of Council, conditioned upon the faithful performance of the duties of the office. Any premiums associated therewith or therefore shall be paid by the Borough.

### Supervision Received

The Manager is the Chief Administrative Officer of the Borough and is responsible to Council as a whole for the proper and efficient administration of the affairs of the Borough. The Office of Borough Manager is created by Forest Hills Borough, subject to the right of Council, by ordinance and at any time, to abolish that office.

### Supervision Exercised

1. Supervises and is responsible for activities of any and all Borough employees who shall be assigned to his/her jurisdiction by ordinance or resolution of Council or assigned to his jurisdiction by the Mayor in writing.
2. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
3. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

### Education and/or Experience

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and minimum three (3) year of experience as a municipal administrator or assistant. Master's degree in public administration, management or related field is strongly preferred.

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### Knowledge, Skills and Abilities

1. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
2. Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.
3. Strong computer skills that include proficiency in Microsoft Word, Excel, PowerPoint or other word processing, spreadsheet and database software and ability to apply this efficiently to the municipal accounting operations.
4. Ability to prepare and analyze comprehensive reports; experience utilizing online financial management software.
5. Ability to write, read, and speak the English language fluently. Ability to receive and understand oral and written instructions.
6. Ability to effectively meet and deal with the public; ability to handle stressful situations,
7. Ability to exercise good judgment when attending citizen's requests and complaints.
8. Ability to accurately record and maintain records.
9. Knowledge of elementary bookkeeping
10. Ability to establish and maintain effective working relationships with employees, other officials and the public.
11. Ability to communicate effectively verbally and in writing; ability to plan, organize, perform work responsibly with independence and discretion and meet deadlines.
12. Knowledge of laws and regulations governing the receipt, custody, and expenditures of municipal funds, and municipal borrowing.

### Additional Requirements

1. Must be a United States Citizen.
2. May be required to attend other meetings with council, boards, instructors, clients, and other essential personnel.

### Tools And Equipment Used

Computer including word processing, data base, spreadsheet, internet, e-mail and scanning software; calculator; phone; copy machine; fax machine; typewriter; and other standard office equipment.

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### Working Conditions

1. Work is performed in a typical office environment as well as outside the office at various borough properties including rental facilities, recreational facilities and parks.
2. The person in this position must have a valid driver's license and personally owned vehicle at the time of appointment and throughout the term of employment in order to travel to the various borough properties.
3. Incumbent may be required in some situations to work in, or observe in close proximity to, moving mechanical parts, precarious physical locations, wet/ humid conditions, fumes, airborne particles, toxic or caustic chemicals and electrical equipment.
4. Ability to sit for extended periods of time.
5. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
6. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
7. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
8. Frequently moves files and boxes weighing up to 20 pounds across the office for various needs.
9. The ability to review paper documentation. visually review and approve paper documentation, including signatures, notarizations, and physical documents provided by the public, particularly when supporting office staff in their absence.

### Disclaimer

The Borough of Forest Hills retains the right to change or assign other duties to this position.

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Markus Erbeldinger, President Borough Council

Date: \_\_\_\_\_