

Job Title: Borough Manager

Job Summary:

The Borough Manager is the Chief Administrative Officer of the Borough of Lewistown and is responsible for the activities of all municipal departments. The manager shall report directly to the Borough Council regarding administration, planning and zoning, code enforcement, public works, human resources, finance, and wastewater treatment and shall complete all projects as directed by the council. The Borough Manager serves as a representative of the Borough to the public, media, private concerns and other public agencies.

Supervisory Responsibilities: Yes

Supervisory Responsibilities:

- Oversee all municipal departments, Planning and Zoning, and Code Enforcement Department, Public Works Department, Wastewater Treatment Plant Department, Finance Department, Human Resource Department.
- Assist with hiring and training new supervisors.
- Organizes and oversees the schedules and work of assigned staff.
- Conduct bi-annual and annual performance evaluations that are timely and constructive.
- Assist personnel matters, including hiring, suspending, terminating staff in collaboration with Human Resources and the Borough Council in accordance with company policy.
- Schedule Monthly Supervisor Discussions – each department presents their monthly activities
- Schedule monthly check-in meetings with all Department Heads

Duties/Responsibilities:

- Prepares short-term and long-term objectives for recommendations to council.
- Determines project priorities approved by council.
- Attends all municipal committee and board meetings.
- Research, investigate, write, and administer all grants for the Borough as approved by council.
- Collaborate with other government entities as instructed and attend all professional association meetings.
- Maintain professional affiliations with all other governing bodies, vendors, stake holders, and county residents.
- Enforces all borough ordinances and regulations and assists with managing borough accounts including but not limited to debt collection.
- Work directly with department heads to plan and organize daily activities related to operations and services.
- Measures productivity by analyzing performance data, financial data, and activity reports.
- Determines labor needs to meet operational goals in collaboration with council, Finance, and Human Resources.
- In collaboration with Finance, assist with budget preparation for each department.
- Assist with development and implementation of operational procedures and business policies.

- Attend monthly Supervisor Discussions – each department presents their monthly activities
- Attend daily check-in meetings with all Department Heads to ensure successful operations and services.
- In collaboration with the mayor, ensure public safety with utilization of the Police force and the codes department.
- Serves as the Borough's secretary
- Performs other related duties or general services as required.
- Assist borough council in borough wide goals.
- Promote economic vitality in the community through economic efforts.
- Facilitate communication with borough residents

Required Skills/Abilities:

- Ability to work independently and ethically in service of the Borough of Lewistown.
- Ability to establish and maintain effective working relationships with employees, elected officials, and the public.
- Ability to always interact and communicate in a professional manner.
- Excellent managerial and supervisory skills.
- Extensive knowledge of operations and production management.
- Ability to interpret financial data as needed to set production goals.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.
- Ability to multitask and be productive in a high-stress environment
- Ability to diffuse high-stress or negative situations

Education and Experience:

- Bachelor's degree in public administration, business management, Business Administration, or related field required; B.A. required.
- Master's degree in public administration or a related field preferred; M.B.A preferred.
- Certification through the Institute of Certified Professional Managers (ICPM) preferred.
- Three (3) years of related experience, preferred
- Three (3) years in a leadership role, required
- Experience with local government and organization management preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate all municipal facilities.
- Must be able to lift 15 pounds at a time.

Salary Range:

- \$70,000 - \$75,000 dependent on experience

The job description is neither an employment contract nor is it intended to be inclusive of the work performed, and other duties may be assigned as needed.