



Borough Manager Job Description

Reports To:	Borough Council
FSLA Classification:	Exempt
Weekly Hours:	40 hours/week, as needed to satisfy appropriate staffing of Borough offices and administrative duties that include weekend and evening activities.

The Borough Manager is the Chief Administrative Officer of the Borough and is responsible for the activities of various municipal departments. The Borough Manager will report directly to the Borough Council regarding administration, planning and zoning, code enforcement, personnel matters and the highway department. The Borough Manager is responsible for managing all the Borough's accounts, including the collection of debts and formation of the annual budget. The Borough Manager serves as a representative of the Borough to the public, media, private concerns and works with outside public agencies and elected officials.

Duties include but are not limited to:

- Prepares short-term and long-term objectives for recommendations to Council
- Prepares plans and programs to attain objectives approved by Council
- Determines project priorities to meet objectives approved by Council
- Attends meetings of boards and commissions
- Investigates grant opportunities for the Borough
- Writes and administers grants for the Borough
- Prepares report to other governmental units
- Attends and participates at state conventions and professional association meetings
- Maintains professional affiliations and keeping abreast of new developments in the field
- Reviews budget performance of all departments
- Prepares monthly reports on all activities, including construction projects and costs and equipment purchases, for submission to Council
- Prepares recommendations, background information and cost estimates for monthly council meetings
- Attends and participates in all municipal meetings
- Programs all major expenditures from cash flow viewpoint
- Prepares the annual report and budget

- Prepares, recommends and implements a capital improvements program
- Meets with land developers, business developers and groups involved in economic developments
- Oversees submissions of residential and commercial permits
- Respond to resident requests
- Delegates responsibility and authority to the Borough's staff as needed
- Develops and administers municipal personnel policies, procedures and programs
- Reviews applications or prospective employees, interviewing and hiring, and when necessary, firing or laying off employees with the approval of Borough Council
- Prepares and/or approves specifications for purchase of major equipment
- Directs and supervises the daily work of the administrative staff
- Maintains Borough documents and records in accordance with proper procedures
- Serves as the Borough's Open Records Officer
- Coordinates activities of all municipal departments
- Administrator for the Borough's employee benefits plans
- Such other duties and responsibilities as delegated by Borough Council

Education and Training:

- Bachelor's or master's Degree in public administration or a related field. Seven (7) years of administrative experience including at least three (3) years at a management level. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Experience in local government and organizational management preferred but not required.

Knowledge, Skills and Ability:

- Ability to work independently and ethically in service of the Borough
- Ability to express ideas orally and in writing
- Knowledge of municipal management and public administration methods and practices
- Knowledge of municipal finance, fund accounting, and municipal budgetary principles and practices
- Proficiency with Microsoft Office and the ability to learn other software packages
- Ability to establish and maintain effective working relationships with employees, elected officials, and the public.
- Ability to interact with residents in a professional manner

Compensation, Benefits and Requirements:

- Salary: \$80,000 per year or commensurate with experience and education
- Eligible to full health benefits from Ridley Park Borough
- Retirement plans to be discussed
- Must live within a 30-mile radius of Ridley Park Borough
- Active Drivers License

- Deadline is August 21, 2024, at 4:30PM
- Must be available for interviews in the evening the week of August 26th. Applicants who will be interviewed will be contacted by August 23, 2024
- Resumes and Cover Letters can be sent via email to: manager@ridleyparkborough.org
 - Subject Line: Attn: Borough Council Borough Manager Application
- Resumes and Cover Letters can be Mailed:
 - Attn: Ridley Park Borough Council
 - Ridley Park Borough Hall
 - 105 E Ward Ave
 - Ridley Park, PA 19078