**POSITION DESCRIPTION**

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| --- | --- | --- | --- |
| **Title** | Deputy Borough Manager  | **Type** | Management, Exempt |
| **Department** | Administration | **Union** | Non-Union |
| **Date** | January 25, 2023 | **Location** | 25 |

# WORK OBJECTIVE

The Deputy Borough Manager conducts confidential, professional, administrative work in the field of public and financial administration. This particular position is responsible for overseeing all Borough financial operations and functions including general accounting, cash and investment management, budget preparation and monitoring, payroll, accounts receivable and payable, utility billing, fixed asset control, risk management and information technology. Performs a variety of assigned activities on behalf of the Manager. The position involves a great deal of interaction with Council members, staff, the public, and other governmental entities. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the Borough’s business strategies. Work is performed with considerable latitude for use of independent initiative and judgement but is subject to the direction of the Borough Manager.

# EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

# The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Plans, organizes, directs and evaluates all activities of the divisions of Financial Services, Purchasing and Risk Management, and Information Technology.
2. Analyzes financial data and prepares historical trend analysis and forecasts
3. Implements, maintains, and monitors a complete computerized, modified accrual, fund

 accounting system for the Borough.

1. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation to recognize performance; takes disciplinary action, up to and including recommendation of termination, to address performance deficiencies, in accordance with the Borough’s personnel rules and policies.
2. Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the Borough’s mission and values.
3. Performs general ledger journal entries
4. Prepares monthly and annual financial and budgetary accounting reports for review by the Manager and issuance to elected officials.
5. Monitors the Borough’s cash flow requirements and manages temporary investment program with authorized depositories.
6. Works closelywith Borough Manager on preparation and administration of the annual Borough Operating and Capital Budgets and multi-year capital improvement program.
7. Supervises and monitors a complete computerized billing system for water and sewer utilities and solid waste user fee and the calculation of EBU/EDU’s as per the Borough Ordinances.
8. Performs or assists in performing fiscal impact analyses for use in contract negotiations and grievance proceedings.
9. Performs or oversees reconciliation of bank statements, payroll distribution records, etc.
10. Oversees printing of checks and coordination of signing; mailing.
11. Performs other work related to daily office operations and management as required or as assigned and directed by the Borough Manager.
12. Prepares or assists preparation of financial reports as required by county, state, and federal agencies.
13. Assists the Borough Manager in implementation of short and long term borrowing processes
14. Assists in preparation of grant applications and reports including entitlement programs
15. Work with financial consultants on as-needed basis and Auditors on yearly basis
16. Updates or coordinates update of Borough website; provides or coordinates provision of Borough social media presence/transmits information for public distribution
17. Files and maintains liens for utilities and solid waste fees as per the Borough ordinances.
18. Performs all other duties as required by Borough Council or the Borough Manager.

# REQUIRED MINIMUM QUALIFICATIONS, CERTIFICATIONS AND ABILITIES

1. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a bachelor’s degree in accounting, finance, or a related field. Extensive (5+ years) professional-level experience in budget preparation, statistical analysis, accounting, auditing, or a closely related financial/fiscal activity. At least three years of supervisory experience is required.
2. Possess a valid Driver’s License or the ability to obtain within one (1) year of hire date.
3. Must establish residence within 25 miles of the Borough within one (1) year of hire date.
4. Bondable.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

**PREFERRED QUALIFICATIONS**

1. Master’s degree.
2. Current PA Notary appointment.
3. Previous experience in a community that supports a higher education institution.

# KNOWLEDGE, SKILLS AND ABILITIES

1. Advanced knowledge of public financial administration principles and the ability to apply them for the Borough
2. Knowledge of the principles of office management and financial administration
3. Knowledge of generally accepted accounting procedures and principles
4. Knowledge of budgeting techniques and procedures
5. Employee must be computer literate and be able to use, transmit, receive and manipulate data and information demonstrating advanced expertise in Microsoft Word, Outlook, Excel and QuickBooks software. Must be capable of learning and mastering skills for any other software programs currently used or may be used in the future by Borough.
6. Executive-level principles of business letter writing and report preparation, including appropriate document formatting.
7. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization-wide and departmental goals
8. Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
9. Ability to develop organization-wide departmental goals, objectives, and procedures
10. Ability to develop and administer budgets and understand financial reports
11. Ability to foster collaboration in a complex organizational environment
12. Ability to communicate effectively orally and in writing
13. Ability to delegate, manage, and supervise effectively
14. Ability to lead and motivate others to achieve goals

# PHYSICAL DEMANDS

1. Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 50 pounds). Will involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.
2. Visiting all departments, projects and various sites throughout the Borough. This will include areas that may be hazardous, such as the Waste Water Treatment plant, Water Treatment Plant, Recycling Center, areas of rough terrain and steep slopes in all weather conditions day or night.

# WORK SCHEDULE AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public
2. While performing the duties of this job, the employee on a daily basis will be working indoors for varied periods of time up to and including an entire work period.
3. Will be required to work nights and weekends as needed.
4. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and equipment vibrations.
5. The employee will occasionally work at a high elevation.
6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
7. The potential for the risk of electrical shock may also be evident.
8. The noise level in the work environment varies from quiet to loud depending on location.
9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.
10. Normal workweek is a minimum of 40 hours, Monday through Friday, 8:00 A.M. to 5:00 P.M.
11. Attendance of Borough Council Meetings and numerous other meetings is required; these will include early morning hours and late nights.

# SELECTION GUIDELINES:

Borough application required; rating of education, certifications, and experience; oral interview, job- related tests.

# PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

# PRE-EMPLOYMENT CONDITIONS

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation (including fingerprints) and credit check is required. Employee must be bondable at a regular rate and must be able to obtain security clearance to National Crime Information Center (NCIC).

The job description does not constitute an employment agreement between East Stroudsburg Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

East Stroudsburg Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, East Stroudsburg Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by Borough Council or the Borough Manager. This position is an at-will Exempt Management position. The position is salaried and no additional compensation is authorized for overtime.**

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Name (print) Supervisor’s Name (print)

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Employee Signature Supervisor’s Signature

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Date Date