

POSITION DESCRIPTION

Title	Borough Manager	Type	Management, Exempt
Department	Admin	Union	Non-Union
Date	January 29, 2024	Location	25

GENERAL JOB DESCRIPTION

The Borough Manager is the Chief Administrative Officer of the Borough of East Stroudsburg. This is a highly responsible administrative/supervisory position involving planning, directing, coordinating, and administering all affairs of Borough Government. This includes, but is not limited to, responsibility for Budget and Finance, Personnel, Purchasing, Roads, Water and Sewer Utilities, Codes, Public Safety, General Services, and Public/Intergovernmental Relations. The manager is responsible for the direction, planning, development, and coordination of all Departments to ensure that they conform to policy directives of Council and all applicable laws and ordinances; this includes the review of personnel needs, space/equipment, contracted services, adherence to budgetary limits. The manager is responsible for the results or lack of all departments and staff. The Manager is responsible for an employee safety program, risk management, and loss control. The Manager is also responsible for providing staff services for Committees of Council and for official boards, agencies, and commissions of the Borough. Direction is received from Council through meetings and policy directives and work is reviewed by Council for the achievement of desired objectives. This job description amplifies but in no way changes Chapter 29, Officers, and Employees, of the Borough of East Stroudsburg Code, Part I Administrative Legislation.

KNOWLEDGE & SKILL REQUIREMENTS

- Knowledge of administrative, organizational, and management practices and procedures related to similar size municipalities.
- Knowledge of public finance, budgeting and budgetary controls related to the implementation of municipal government laws, rules, and regulations.
- Knowledge of Public Relations and Customer Service methods, practices, and techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, organize, direct, and administer all services, programs, and facilities of the Borough, as follows:

1. Supervise and designate management of Borough facilities and property for maintenance, capital improvements, and strategic planning purposes. Ensure that all permits required by the Borough for operation of the Borough's water and sewer plants are appropriately completed and timely submitted and monitor Borough compliance with same as required to meet permit conditions.
2. Review, negotiate, and execute, with the assistance of Borough professionals and in cooperation with Borough Solicitor, all collective bargaining agreements, contracts, leases, and franchises.
3. Develop and maintain strategic planning for the Borough to include an overall vision in cooperation with Borough Council, as well as Borough facilities, required Borough capital improvements to infrastructure, Zoning and Code changes, and Utility Development through research, continued education, and working with staff and outside professionals. Manager is to develop best practices for Borough strategic planning based on accepted principles utilized by urban planners or professional municipal managers.
4. Act as liaison on behalf of the Borough and surrounding community, including meetings with and developing relationships with East Stroudsburg University, Lehigh Valley Hospital-Pocono, East Stroudsburg Area School District, Eastburg Community Alliance, as well as business, religious, and civic organizations.
5. Manage day-to-day operations of the Borough by utilization of Council-driven policies and legal requirements. The Manager is expected to execute routine decisions and facilitate decision making of non-routine issues with key Borough employees and its Council to accomplish ongoing business and advice Council on the formulation of all policies, procedures, rules, and regulations.

6. Develop and administer annual budget by October 15 of each year through conferences with Department Leaders to formulate and develop strategic plans in order to finance the needs of the Departments, which will include purchasing/procurement, personnel, Codes enforcement, Department of Public Works, water/sewer utilities, public safety, recreation, and other municipal services, and thereafter monitor Department budgets throughout the year to ensure that spending is in accordance with established budgetary policies, practices, and principles.
7. Supervise all financial functions of the Borough to include the collection, depositing, and accounting of all taxes, fees, grant funds, assessments, or other such funds received by the Borough for services or taxes established by Borough Council for general or specific purposes and authorize the expenditure of all Borough funds as appropriated by Council and in accordance with the law. Oversee and supervise, through the use of Borough personnel, the preparation of monthly budget-to-date reports for review and approval by Borough Council at the second meeting of each month. Develop best financial practices for implementation at the Borough.
8. Manage and oversee all human resource functions including hiring, discipline, and discharge of employees and ensure compliance with Council directives, policies, as well as State and Federal legal requirements.
9. Oversee and supervise the execution, implementation, and enforcement of all Borough ordinances through appropriate Borough personnel.
10. Ensure, through direct oversight, that the terms and conditions of any contract, lease, deed, decision (by court, by Borough Council, or by Borough Hearing body with jurisdiction), statutes, public utility franchise, law and regulation affecting the Borough are strictly adhered to and are faithfully kept and performed and bring any violation of same to the attention of Council.
11. Prepare agendas for all Borough Council meetings a minimum of three (3) working days in advance. Attend all Borough Council meetings and any other such meetings as required by Borough Council or as the Manager deems necessary. Facilitate preparation of all Council committee meeting agendas and ensure agendas and minutes are distributed to Council and available to the public in a timely manner. Prepare and distribute any background materials necessary for Council deliberations on any matter set forth on the agenda.
12. Perform the duties of Secretary of the Borough including causing appropriate records to be made, certified, preserved, and as applicable disposed of, as required by law or other action of Council. Attest the execution of all instruments, records, and ordinances in compliance with the Borough Code and the record retention laws and maintain custody of the Borough seal.
13. Work in conjunction with Borough Council Committee structure by attending Committee meetings as required and providing necessary factual and data support for Committee consideration in a timely fashion, including joint operating programs established pursuant to intermunicipal agreements, such as Stroud Area Regional Police Commission, Twin Boroughs Recycling, Stroud Region Recreation, and the Monroe County Control Center.
14. Serve as Chief Administrative Officer for the Municipal Pension Plan administered by PMRS, including the preparation and certification of the Municipal Minimum Obligation as required by law.
15. Manage the Borough's Community Development Block Grant (CDBG) program allocation of funds administered through Monroe County. Oversee the drawdown of funds and payments to vendors, propose projects for Council approval, and manage implementation thereof.
16. Oversee development, maintenance, and implementation of Borough Website and social media programs.
17. Appropriately respond to common inquiries or complaints from residents, employees, regulatory agencies, or members of the business community. Ability to effectively present detailed information to employees, Council, public groups and/or media representatives in a concise and non-inflammatory manner. Ability to write messages and/or articles for publication that conform to prescribed style and format.
18. Ability to deal with several abstract, and concrete variables to define problems, collect data, establish facts, draw valid conclusions.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Manager candidate must demonstrate the following for consideration of the job:

1. Employee must be computer literate and be able to use, transmit, receive, and manipulate data and information in commonly used word processing, spreadsheet, email, internet access, and geographic

information system programs, particularly those programs currently used by the Borough. Must demonstrate proficiency in the following computer software programs: MS Office 360; Custom Software for Municipalities such as Muni-Link, UP Safety, Applied Micro Systems, ALERT or their equivalent.

2. A bachelor's degree in public administration, business administration, urban planning or any related field is required, in addition to ten years of increasingly responsible experience in municipal administration in a Borough Manager, Deputy Borough Manager, Assistant Borough Manager, or executive level leader role. Preference will be given to those who have a master's degree and are an ICMA Credentials Manager. An equivalent combination of education and experience may be considered.
3. Qualified applicants must be bondable, able to pass a pre-employment drug screen, criminal background check and MVR check; and possess a valid Pennsylvania State Driver's License upon starting.
4. Comprehensive knowledge of the provision of water and sewer services through collection and distribution system in municipal-owned treatment plants.
5. Comprehensive knowledge of public procurement, municipal zoning, and land development codes, building and property maintenance codes, solid waste, health and safety, taxation, tree and storm water management.
6. Candidates must live within 10 miles of the Borough. Borough residence preferred.

PHYSICAL DEMANDS

While performing the duties of the job, the employee is regularly required to stand; sit; use finger or hands to operate computers or office equipment; reach with hands and arms. The employee may occasionally have to move heavy objects weighing fifty (50) pounds and must have the ability to perform duties occasionally for long hours at a time. The employee must be able to travel as required for the job.

WORK SCHEDULE AND ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Borough Manager is frequently required to visit job sites within the Borough, check Borough facilities, streets, and attend day or night meetings or seminars both inside and outside the Borough.

Daily reporting location is the Borough Municipal Building and work is performed there as well as at other Borough facilities and locations throughout the Borough, and occasionally at other locations outside the Borough.

The position of Borough Manager is an exempt position and is expected to work the time necessary to capably complete the essential functions of the position. The Borough office hours are Monday through Friday, 8:00 am to 5:00 pm. The Manager will be required to perform weekly evening and weekend duties as well as 'call-in' duties.