

Job Title: Borough Manager, Agency Open Records Officer, Zoning Officer/Code Enforcement Officer

Revised March 26, 2018

APPOINTMENT AND REMOVAL OF MANAGER

The Borough Manager shall be appointed for an indefinite term by a majority of all the members of Council and shall serve at the pleasure of Council and may be removed at any time by a majority vote of all 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/her and the reasons therefore.

JOB PURPOSE/OVERVIEW:

The individual appointed to this position supervises and oversees all aspects of the operation of the Borough and supervises/evaluates all Non-Uniformed Employees. The duties performed by this position are a variety of tasks that are directed by members of the Mercersburg Borough Council, Mercersburg Water Authority, and Mercersburg Sewer Authority Boards. This individual must communicate effectively with residents, water/sewer customers and employees alike. This individual will be required to manage any human resource matters including but not limited to schedules, evaluations, recommendations, additional employee paperwork, and any additional personnel issues/complaints/concerns. The work involves a high degree of independent discretion, judgment and, at times, requires the individual to participate in work-related activities after-hours or outside of the normal workweek.

This position also serves as the Borough's Zoning Officer/Code Enforcement Officer, which involves the administration and enforcement of the Zoning Ordinance, Subdivision and Land Development Ordinance, and other codes/policies of the Borough. This position also serves as the Borough's Open Records Officer, which involves receiving, reviewing, and responding to requests for Borough records in accordance with the Pennsylvania Right-to-Know Law.

This position is appointed by Borough Council at their discretion and is under the immediate supervision of Borough Council. The Borough Manager is evaluated by the Personnel Committee annually based on accomplished daily assignments, communications, informal meetings, monthly meetings, and submission of written/oral reports.

BOROUGH MANAGER DUTIES:

- The Manager shall be the Chief Administrative Officer of the Borough and shall be responsible to Council for the proper and efficient administration of the affairs for the Borough.
- The Manager's powers and duties shall relate to the general management of all Borough business, not expressly imposed or conferred upon other Borough officers by statute.
- Supervise and be responsible for the activities of all Borough departments except for 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 the Finance Committee, Water Authority, and Sewer Authority before the end of August or on such an alternative date as they may determine a budget for the next fiscal year for review, alteration, approval to advertise, and adoption prior to the end of the calendar year.
- Serve as Borough Secretary and if needed Borough Treasurer without additional compensation.

- Attend all meetings of Council, Water Authority, and Sewer Authority alike, and upon request, attend Borough committee meetings with the right to take part in all discussions pursuant to the rules and regulations for the conduct of meetings as established by Council.
- Occasionally attend meetings, seminars, or training session away from the Borough.
- Make any recommendations as the Manager deems necessary and appropriate for the efficient operation of the Borough.
- 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 relating to 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 insure that proper proceedings are taken for the securing and collection of all the Borough's claims.
- Prepare invoices as needed, authorize payments of bills payable, and retain accurate records for auditing purposes.
- Investigate and address all complaints regarding services or personnel of the Borough.
- Be administrator, supervisor and be responsible for activities of all Borough employees who shall be assigned under his/her jurisdictions.
- Represent Council in matters relative to union and non-union members and shall issue all work rules and disciplinary notices to employees on behalf of Council and its boards and committees.
- 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.
- Other related duties as determined by Borough Council, the Water Authority Board, or the Sewer Authority Board.
- To Supervise and manage all the laborers in work habits and methods, safety and proper operation of equipment in all public works activities.
- To plan and assign the daily activities of the Public Works Department personnel and coordinates with the Plant Manager to schedule tasks.
- To maintain work schedules for all non-uniformed outdoor employees, deploying workers to the best advantages of all needs on a particular job or jobs. This includes responsibility but is not limited to motivating personnel through leadership, supervision, and performance evaluations.
- To discipline any employee under his/her supervision at a level not to exceed a written reprimand and to make recommendations to the Personnel Committee for employee discipline in excess of a written reprimand.
- To inspect work in progress to assure conformance with instruction and adjust work assignments as needed.
- To create an annual schedule for tasks including but not limited to meter readings, hydrant flushing, line painting, building and plant maintenance.
- To monitor activities of outside contractors and consultants working on Borough projects and contracts.
- To monitor biweekly payroll time cards and other personnel matters.
- To coordinate street repairs with PennDOT.
- To make duty-oriented decisions, take initiative, offer solutions, and/or recommendations to problems on the basis of well-defined standards and precedence.
- To attend approved training to keep informed of the latest technology and practices in public works management and public administration.
- To serve as a liaison with the State and Local Officials/Agencies on Public Works Matters.
- To communicate with the general public on individual concerns and problems.
- To develop and implement a Safety Program for the Borough Employees to participate in to promote a safe work environment.

The following elected or appointed bodies all require the above-mentioned duties, with the Borough Manager's attendance required at meetings occurring at least monthly or as determined by Borough Council or the Water Authority or Sewer Authority Boards and requiring evening attendance:

- Borough Council (occasionally meets twice a month)
- Mercersburg Water Authority (MWA)
- Mercersburg Sewer Authority (MSA)
- Mercersburg Planning Commission (MPC)
- Mercersburg Zoning Hearing Board (ZHB)

The following activities are required for those meetings:

- Evening attendance at the meetings (mostly once a month)
- The preparation of the agenda
- Review applications including taking photos (mostly for HARB)
- Preparation of meeting packets and documents
- The delivering/distribution of the agenda and packets (no less than 24 hours before meeting time)
- Taking of notes and recording of meeting
- Meetings follow-up – correspondence, memos, reports, or data collection as requested
- Transcription and preparation of minutes
- Other duties as requested by the Council, MWA, MSA, and MPC

In addition, the Borough Manager may often be required to attend, assist in the preparation, take notes, transcribe notes, and follow up for the Borough's various committee meetings including but not limited to:

- Streets
- Mercersburg Historical Architectural Review Board (HARB)
- Beautification/Christmas
- Personnel
- Finance
- Nominating
- Property
- Summer Playground
- Act 537
- Police/Safety
- Mercersburg Area Watershed Association (MAWA)
- Mercersburg General Purpose Authority (MGPA)
- Franklin County Council of Governments (COG)
- Franklin County Area Tax Board (FCATB)
- Franklin County Tax Collection Committee (TCC)
- Other committees as may be established from time to time

Some of these meetings are evening meetings, while others meet during the day. Some committees meet regularly, while others meet as needed. The position on average will require attendance at evening meetings between eight to fourteen nights a month.

AGENCY OPEN RECORDS OFFICER DUTIES:

- Receive, review, and respond to all Right-to-Know requests in compliance with the Right-to-Know Law.
- This will include identifying records that are responsive to a Right-to-Know request, consulting with the Borough Solicitor to determine if records are subject to disclosure under the Right-to-

Know law or if information needs to be redacted from the records prior to disclosure, and responding to all Right-to-Know requests within the time limits prescribed by law.

ZONING OFFICER/CODE ENFORCEMENT OFFICER DUTIES:

The Zoning Officer/Code Enforcement Officer is appointed by the Borough Council. A partial list of duties is as follows:

- To administer, enforce, and interpret zoning ordinances.
- To administer, enforce and interpret all other ordinances which delegate enforcement to the Zoning Officer or Code Enforcement Officer.
- To receive and review land use applications.
- To issue, approve, and/or refuse applications as per various ordinance.
- To receive and investigate complaints of violation of various ordinances.
- To issue written notices of violations of various ordinances.
- To accept and process zoning appeals.
- To schedule and attend Zoning Hearing Board (ZHB) meetings as needed.
- To maintain records of applications, permits, certifications, written decisions and interpretations issued, of variances granted by the Zoning Hearing Board.
- To review and comment on subdivision and land development plans.
- All other duties as required by the Zoning Ordinance or other ordinances of the Borough.
- To generally enforce the applicable ordinances of the Borough.
- The Zoning Officer/Code Enforcement Officer shall not have the power to permit any activity which does not conform to the ordinances of the Borough.

OTHER DUTIES:

The other duties of this position include but are not limited to the following:

- To assume all duties of the Secretary and Billing Clerk in his/her absence.
- To order departmental administrative supplies and equipment for various agents as required.
- To prepare and issue press releases when appropriate.
- To assume all other duties as assigned by Borough Council, the Water and Sewer Authorities, or it's appointed boards and committees.
- To provide accurate information to the press, other agencies, and the public as needed.

SKILLS/KNOWLEDGE:

Person must possess knowledge of the practices and procedures of local government, the Borough Code, the Municipalities Planning Code, other applicable Pennsylvania and federal Statutes, street constructions, maintenance, water plant and distribution systems, wastewater plant collection systems, building maintenance and fleet maintenance. Possess the knowledge of occupational hazards and required safety precautions for the operation of heavy equipment. Knowledge of local, state, and federal regulations pertaining to public works operations, including but not limited to water and wastewater systems. Ability to plan, schedule, delegate, prioritize, supervise and perform other job tasks. Ability to maintain records and give reports. Ability to perform basic math functions, calculate and estimate project costs in terms of material, money, time, and labor. Ability to complete and or/direct routine equipment repair. Ability to communicate clearly and concisely both orally and in writing. Be adept with computers and such software as Microsoft Word and Excel. Must be able to pass a background check. The person holding this position must become bonded, in accordance with the Borough Code, upon hire.

EQUIPMENT/PHYSICAL DEMANDS:

- Can work flexible schedule with many evenings scheduled
- Work 40 hours per week with occasionally more hours
- Work in an open public environment

- Work cooperatively with others
- Work in a seated position often for extended lengths of time
- Work safely without presenting a direct threat to self or others
- Can occasionally lift up to forty pounds
- Can type forty plus words per minute
- Must be able to work in all types of weather including inclement conditions such as extreme heat or cold, rain, snow or ice and physically participate in outdoor activities.

MINIMUM EDUCATION AND TRAINING:

Applicants need at least a Bachelor's Degree (Preferred in Finance or Public Adm.) and a minimum of 5 years of management experience and experience in all aspects of municipal operations including labor negotiations and grant writing.

SALARY RANGE:

Salary based on qualifications and experience. Medical benefit package available. The Borough Manager is classified as Exempt (Executive and Administrative) under the Fair Labor Standards Act and as such is not entitled to overtime.

Note: This description is the present overview of the job, and is subject to change by the employer and is to be used as a management guide to performance. E.O.E.