

ASSISTANT BOROUGH MANAGER/SECRETARY



JOB DESCRIPTION

**Borough of Oakmont
767 Fifth Street
Oakmont, Pennsylvania 15139-1524**

Job Title: Assistant Borough Manager/Secretary	Department: Administration	Reports To: Borough Manager/Secretary	Supervises: Administrative Staff	Starting Pay Range: \$50,000 - \$65,000
FLSA Status: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time				<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt
Work Hours per Pay Period: 80	Work Days: Monday – Friday	Work Time: 8:30 AM – 4:30 PM + some evenings	Bond Required: \$100,000.00	
Under Collective Bargaining Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Position Summary:

The Assistant Borough Manager/Secretary performs complex professional and administrative work within the structure of the Borough government at the direction of the Borough Manager/Secretary. The primary role of the position is to assist the Borough Manager in planning, research, intergovernmental relations, and in managing and directing the broad range of general administrative and day-to-day functions of the Borough government. The Assistant Manager shall assume all duties of the Borough Manager in the stated absence of the Borough Manager/Secretary.

Minimum Level of Previous Education/Work Experience Required:

- College Degree in Political Science, Sociology or other related field, plus a minimum of three years' experience in municipal government
- Master's Degree in Public Administration, Planning or other government-related field
- Any relevant combination of experience and education

Essential Functions (Duties & Responsibilities) of the Position, including but not limited to:

- Prepares Meeting Agendas for Borough Manager's review
- Drafts Resolutions and Ordinances for review by the Borough Manager and/or Borough Solicitor

- Prepares and distributes Meeting Packets for Borough Council and Boards/Commissions
- Attends all Public Meetings of Borough Council, as well as other Commission/Board Meetings, as directed by the Borough Manager. These may require evening attendance.
- Prepares Minutes of Borough Council Meetings, and other meeting minutes as assigned, for the Borough Manager's review
- Responsible for the sustainability measures of Borough. Ensures the development, implementation and monitoring of environmental strategies.
- Prepares Legal Notices, as legally required
- Prepares correspondence, special studies and reports, as directed by the Borough Manager
- Oversees the assignments and satisfactory completion of tasks given to the Administrative Staff (i.e., Administrative Assistant, Bookkeeper and Accountant)
- Interacts with residents in the office, on the phone, via email and performs general administrative tasks, as the need arises
- Responsible for seeing that the Borough Administrative conducts themselves at all times as professionals and in a manner that brings credit to the Borough government
- Manages all Accounts Receivables, including the receipt of daily revenues and proper recording and filing of same
- Oversees Petty Cash
- Monitors Borough expenditures, cash flows and financial trends in conjunction with the Borough Manager and Treasurer
- Oversees public communications and information announcements on the Borough website and other media sources
- Assists the Borough Manager in preparation of the Annual Budget
- As directed by the Borough Manager, works with the Borough Engineer and Code Enforcement/Building/Zoning officials to provide information on matters related to land development, subdivision, building inspection, code enforcement, etc.
- Serves as liaison between the Borough Manager and Borough departments and board/commissions
- Monitors the Manager's email for time-sensitive or priority correspondence
- At the Borough Manager's request, serves as delegate for the Manager at various civic functions
- Researches and prepares grant applications and all follow-up reports
- Prepares and publishes Requests for Proposals (RFPs) and Requests for Bids (RFBs) for municipal services/contracts, as needed
- Gathers data for presentation to Borough Council or other groups
- Gathers information, and consults with Borough Manager, on pertinent political, economic and legislative or administrative initiatives, as directed
- Oversees the yearly purging, storing and proper disposal of Borough records, per the requirements of the current edition of the *Pennsylvania Municipal Records Manual*, and oversees the organization of the stored records

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- Answers office telephones, addresses visitors who come in, and directs or assists callers and visitors, as required
- In the absence of the Borough Manager, performs the duties of the Borough Manager as necessary, subject to all state and Borough Ordinances pertaining to same
- Performs all other tasks as assigned by the Borough Manager

Qualifications & Requirements for the Position - Skills, Abilities, Knowledge, Work Experience, Training:

- Working knowledge of the *Pennsylvania Borough Code*, the *Code of the Borough of Oakmont*, and the *Municipalities Planning Code*
- Understanding of basic municipal operations, such as budgeting, finance, tax collection, zoning, planning, land development and code enforcement, and including the related applicable state and federal laws government municipal operations
- Basic knowledge of the common rules, regulations, policies and practices within the municipal/local government sector
- Ongoing awareness of the current legislative trends affecting local government
- Familiarity with the town and community – streets, locations, merchants, companies, residents – within Oakmont
- General understanding of labor unions, collective bargaining agreements and grievance procedures
- Capable of directing and overseeing the tasks and workload of the Administrative Staff
- Familiarity with Microsoft Office applications and basic accounting software, like QuickBooks, the ability to keyboard/type and familiarity with basic office equipment
- Ability to establish relationships and communicate effectively and with tact, both orally and in writing, with the Administrative Office staff, department heads and the public
- Familiarity with government grants, along with the ability to search for, apply for and administer local government grants having varied deadlines and criteria
- Ability to recognize sensitive and discretionary information, and maintain confidentiality regarding same
- Ability to communicate effectively in writing, using accepted standards of correct grammar, punctuation and business communication formatting
- Ability to concentrate and complete tasks in a busy, office environment
- Must have a valid Pennsylvania Driver’s License

Physical Requirements & Competencies: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

- Able to work in an office environment

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- Able to work effectively with frequent interruptions and schedule changes in an open office with other employees
- Possess sufficient physical ability to work in an office setting and operate office equipment
- Hear within the normal audio range, with or without correction
- Possess speech and hearing capabilities effective enough for communication
- See within the normal visual range, with or without correction, and possess sufficient vision to read a computer screen and printed documents
- Possess the visual acuity to analyze data and figures, operate a computer terminal, and do extensive reading and comprehending
- Able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects
- Able to lift files and boxes up to a maximum of 30 pounds
- Able to sit continuously and flex neck up and down
- Possess fine finger dexterity and enough light-to-moderate finger pressure to manipulate a keyboard, operate equipment controls and other office equipment
- Able to pinch/grasp to manipulate writing utensils
- Able to frequently move neck from side-to-side, walk, stand, bend, stoop, push, pull, twist at waist, use a moderate wrist torque to twist equipment knobs and dials
- Able to frequently lift objects weighing up to 20 pounds from below waist to above shoulders and transport for distances up to 50 yards
- Able to occasionally squat, kneel, reach above and at shoulder height, use a moderate grasp to manipulate reference books and manuals and lift objects weighing up to 20-25 pounds from below waist to above shoulders and transport for distances up to 50 feet
- Able to use own transportation to get to and from work and to outside meetings, if applicable

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job)*

Professional office environment requiring interaction with the public, Borough officials, fellow staff members and Borough employees

Level of Confidentiality: High

NIMS Training: Yes No

Emergency Management Training: Yes No

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These statements are intended to describe the general nature and level of work to be performed by the employee, and are not to be construed as an exhaustive list of responsibilities, duties and skills required for the position. Furthermore, essential functions may be added or deleted at the discretion of the Borough Manager and/or Borough Council, as deemed necessary.

I have read, understand, and believe that I can perform the essential functions of the job description above.

Signature

Date

Approved By:

L. C. Jensen, Borough Manager

Council (President or Personnel Liaison)

Date

Date

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