

Borough Manager Position

The Borough of Milton is seeking applications for the position of Borough Manager. This position offers a competitive salary and fringe benefit package. The deadline for applications will be Monday, August 13, 2018 at 11:00 a.m.

Purpose

The Borough Manager shall administer the business of the Borough as directed by the full Borough Council as governed by Borough Ordinance, the Pennsylvania Borough Code, and all applicable State and Federal laws, rules and regulations.

Responsibilities and Duties – Includes but is not limited to:

- Develop an annual budget, based on past revenue and expenditure history, information submitted from department heads, future needs of the Borough, and financial constraints, submit the proposed budget to the finance committee which after review will recommend it to the full council annually.
- Develop a projected five-year financial plan, to include infrastructure repairs, equipment replacement/maintenance, all borough owned building's and property's maintenance, which will be reviewed by the finance committee which after review will submit to the full council annually.
- Oversee the collection of all monies due and payable to the Borough.
- Oversee the payment of all invoices owed by the Borough within the payment guidelines of the invoice.
- Research all funding sources available to the borough.
- Research all investment options available for reserve monies and make recommendation to Council.
- Apply for and administer various grants in accordance to the special condition clause of the grant.
- Purchase equipment and services for all Borough Departments in accordance with the Pennsylvania Borough Code, State and Federal Laws, rules, and regulations.
- Administer all financial records as required to maintain compliance with applicable audit requirements.
- Submit results from all audit reports to Council.
- Submit all required reports to Council, State and Federal agencies.
- Maintain adequate insurance for all Borough owned equipment, properties, health care, liability, employment insurance benefits, and workman's compensation.
- Negotiate and administer union collective bargaining agreements with the Milton Police Officer's Association and Teamster Local #762.
- Receive and resolve all grievances from union employees, up to and including arbitration when applicable. Report all results to full Council.
- Oversee the supervision of borough employees either directly or indirectly through the department head.
- Oversee the hiring, discipline, and discharge of employees in compliance with the applicable collective bargaining agreement, and all applicable laws, rules, and regulations.

- Recommend revisions to current borough policies, rules, and regulations, and draft new policies, rules, and regulations for full Council approval.
- Oversee all infrastructure contracts in accordance with the applicable bid document.
- Oversee the publication and advertisement of all borough ordinances, rules, regulations, meetings and news releases.
- Receive all legal notifications, claims, grievances, and complaints pertaining to the borough, and take the necessary actions to resolve them as directed by Council.
- Perform all other duties as assigned by the full Council.

Required Knowledge, Skills, and Abilities

Education- Bachelor's degree preferred from an accredited college or university.

Experience- Four (4) years of experience in administration/management of a public agency or a private business, or equivalent combination of education and experience.

Residency Requirement- Must reside in the Borough of Milton or become a resident within six (6) months of completion of the probationary period.

Physical Condition- Excellent

Skills- Posses knowledge of principles and practices of public administration including; municipal financial procedures and practices, labor law practices and the administration of, ability to communicate with and motivate department heads and other borough employees, ability to communicate with the general public and resolve differences in a consistent, fair and concise manner, ability to analyze challenging situations to resolve through a workable solution, operational knowledge of all applicable office equipment. Computer skills and competencies in electronic media, software applications, and communication abilities.

Please submit resume to:

Borough of Milton
c/o Shelly Sandstrom
2 Filbert Street
Milton PA 17847

Resumes must be received by August 13th at 11:00 a.m. for consideration for the position.

The Milton Borough is an Equal Opportunity Employer