MANAGER, LANGHORNE BOROUGH, Part-time/25-30 hrs. Public administration, community relations, computer skills necessary.

BOROUGH MANAGER – Langhorne Borough is seeking applications for a part-time Borough Manager/Secretary. The Borough has a population of approx. 1,700 residents. The Borough has an annual budget of approx. $485,000. The Borough employs 12 part-time workers. The ideal applicant will possess a bachelor’s degree in public administration, business administration or community/economic development; will be proactive in promoting the Borough. Strong administrative, financial, computer and public relation skills are necessary, as are strong intergovernmental, interpersonal and communication skills. We are seeking a Borough Manager with the skill, desire and foresight to lead and manage all operations including streets, trash collection, recreation, buildings, and administrative office. Knowledge of zoning/building a plus. The Borough Manager must have an extremely strong sense of fiscal responsibility and the ability to apply it in all circumstances. The Borough Manager is appointed by a 7-member council and is the chief administrator of the Borough, overseeing departments and personnel. Salary is commensurate with experience. Interested candidates should send a letter of interest, resume and 3 references to: Personnel Committee, Borough Hall, 114 E. Maple Avenue, Langhorne PA 19047. Applicants may also email the information to manager@langhorneborough.com EOE employer.
BOROUGH MANAGER JOB DESCRIPTION

The specific duties and responsibilities of the Borough Manager shall be determined by Council and shall be included in a job description for the position which is subject to changes upon the majority vote of Council.

JOB FUNCTIONS and RESPONSIBILITIES

The Borough Manager shall supervise and be responsible for the activities of all Municipal Departments, except police, and except such departments the supervision of which shall not have been delegated to the Borough Manager by Borough Council as the case may be.

The Borough Manager shall hire and when necessary for the good of service, shall suspend or discharge any part time employee or recommend the discharge or hire of full time employee under the Manager’s supervision. The Borough Manager shall report at the next meeting thereafter of Council, any action taken by authority of this subsection. The Borough Manager is authorized to suspend any part time or full time employee for up to 5 working days without the consent of Borough Council or governing committee.

The Borough Manager shall recommend the wages and salaries of all personnel under their supervision.

The Borough Manager shall oversee the inspection and maintenance of Borough streets, buildings, parks and facilities.

The Borough Manager shall attend all meetings of Borough Council and its committees of which they are involved, with the right to take part in the discussion and shall receive notice of all special meetings of Borough Council and its committees.

The Borough Manager shall keep the Borough Council informed as to the conduct of Borough affairs; submit periodic reports on the conditions of the Borough and such other reports as the Council and/or committees requests and make such recommendations to the Council as they deem advisable.

The Borough Manager may oversee the work of experts and consultants appointed by Borough Council and advise in connection with any of the functions of the Borough.

The Borough Manager shall attend to the letting of contracts in due form of law, and shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed by statute upon some other Borough Officers.

The Borough Manager shall be the purchasing officer of the Borough and shall purchase in accordance with the provisions of the Borough Code, all supplies, excluding office supplies, and equipment for the agencies, commissions, departments, and other offices of the Borough under the Manager’s supervision. The Borough Manager shall also make rules and regulations subject to the approval of Borough Council, governing the procurement of all municipal supplies and equipment.

The Borough Manager shall respond, investigate and dispose of all complaints and concerns regarding Borough services under their supervision.

The Borough Manager shall coordinate all activities involving Community Service workers assigned
to the Borough.

The Borough Manager shall work with Borough Council and the Borough Secretary to compute estimated costs for the Finance Committee on items for the budget preparation process.

The Borough Manager shall participate in the development and implementation of goals, objectives, polices and procedures for the Borough.

The Borough Manager shall confer with the governing committees concerning administrative and operational problems and/or concerns.

The Borough Manager shall keep Borough Council advised of financial conditions, program progress and present and future needs of the Borough.

The Borough Manager shall oversee the enforcement of all Borough ordinances.

The Borough Manager shall confer with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest of Borough concern.

The Borough Manager shall represent the Borough in the community and at professional meetings as required.

The Borough Manager shall coordinate Borough activities with other governmental agencies and outside organizations.

The Borough Manager shall supervise, train and evaluate all staff positions under his jurisdiction.

The Borough Manager shall issue specified permits required by the Borough and collect the required fees.

The Borough Manager shall perform related, similar, or other logical duties as may be prescribed in the Borough Code or assigned by Borough Council action.

WORK ABILITIES - The Borough Manager must be able to clearly hear, see, write, type and listen, go up and down steps, sit for 4 continuous hours, drive with motor vehicle license and insurance, and safely carry up to 20 lbs. up and down stairs.