

## Borough Manager Position

This is an executive position. The Borough of Penbrook has a population of about 3,000 residents, most of whom are tenants rather than homeowners. Such a large proportion of potential transients has its own special situations not generally found in areas where most residents are homeowners. The manager oversees all aspects of the municipal government with the exception of the police department.

The manager is responsible for the day to day running of the municipality. The applicant should have 3-5 years of experience in the management of a small municipality, be knowledgeable in all aspects of financial planning, budgeting, pension management and personnel. The manager acts as the chief executive officer of the Borough and is responsible for oversight of both the administrative and public works departments. The manager controls all purchasing and may act as the treasurer for the Borough, overseeing the accounting, personal tax collection and other financial aspects of the Borough.

The manager oversees the running of the Codes Enforcement Department and may act as the primary prosecutor when enforcing the property and building codes in the Borough before the local magistrate. The manager acts as the Zoning Officer for the Borough, issues decisions on zoning, variances and appears before the Zoning Hearing Board as the Borough Council representative. The manager oversees the Public Works department which is responsible for the parks, roads and sanitary sewer system within the Borough.

The manager assembles the annual budget and oversees its implementation. When acting as the treasurer for the Borough Council, the manager will code expenses and sign checks. The manager is required to obtain bonds for the handling of money. The manager will oversee the expenditure of grant funds to insure that funds are spent wisely and no overages occur.

The manager is expected to be at work at 8:00 am and be present throughout the day until 5:00 pm in the evening. However, the manager must be available at all times for discussions with the police, Councilmembers and others on emergencies in the Borough either in person, on the phone or through email. The successful candidate will have a Class C drivers license and a clean driving record.

The manager, when acting as the Borough Secretary, is responsible for all the records of the municipality, and is expected to attend all Borough Council, Caucus and Budget meetings. A working knowledge of Microsoft Office and QuickBooks is required. This employee also acts as the manager for the Penbrook Authority, overseeing the work needed to keep the stormwater system working, collect the stormwater management fees and approve contracts for the Authority. The position is FLSA – Exempt. Pay is commensurate with experience and knowledge. The Borough offers health, life and disability insurance and pension benefits.

Applicants should forward their letters of interest, listing all relevant qualifications to the Personnel Committee, 150 S. 28<sup>th</sup> Street, Harrisburg, PA 17103