

## **AKRON BOROUGH**

### **ASSISTANT BOROUGH MANAGER**

#### **Overall Objective:**

The Assistant Borough Manager is administrative and operating officer of the Akron Borough with overall accountability for the administration and implementation of all of the various functions of Borough government, including ensuring that each department and office under his/her supervision carries out its functions effectively and efficiently, and in accordance with the policies and directions established by Borough Council. The Assistant Borough Manager reports directly to Borough Manager.

#### **Education:**

A Bachelor's Degree with a major in public or business administration, accounting, or other related field is preferred, or equivalent in experience.

#### **Experience:**

A minimum of five (5) years of progressively responsible experience in municipal government work, including supervisory experience in at least two (three preferred) of the following functions: financial management, budgeting, purchasing, planning, land use, utility or public works management, and personnel management. Must have ability to work effectively with department crews, the general public, other municipalities, and elected officials.

#### **Principal Accountabilities/Essential Job Duties:**

The following are some of the Principal Duties of this position. This list is not all encompassing, and the Assistant Borough Manager will be expected to effectively and efficiently handle all duties normally required of governmental operating officer.

- Assist in direct the overall day-to-day operations of Borough services, including the establishment of key goals and objectives for each subordinate department to ensure an operation that is responsive to public needs, effective, and cost efficient.
- Directly supervise department staff, plan, organize and manage all civilian departments. This includes ensuring the proper administration of Borough personnel policies, and safety programs.

- Act as Borough Manager in his /her absence, Perform role of Borough Secretary
- Maintain responsible fiscal procedures and controls for Borough revenues and expenditures.
- Assist in preparing an annual budget for Council approval and implement budget after adoption.
- Implement operating procedures to meet Borough needs and assure that assignments, directions and projects are completed to Borough Procedures and Specifications.
- May attend meetings of Borough Council and Committees and provide reports, information and recommendations as requested.
- Provide thorough, accurate, factual and up-to-date information to Borough Manager on all matters of Borough operations.
- Review and recommend action on all contracts and capital project, monitor to ensure compliance with same.
- Assist in developing and propose short-term and long-term objectives and plans for consideration by Borough Council to ensure the delivery of high-quality utility and other public services. Ensure effective and efficient implementation of all plans approved by Borough Council.
- Enforce all applicable local and state statutory, regulatory and administrative requirements to ensure full compliance. Develop plans to implement any new requirements, and present to Borough Manager for approval.
- Maintain good and effective working relationships, internally with department employees, as well as externally with other municipalities, elected officials, and the general public; provide thorough and accurate information necessary for Borough Council to consider in order for Council to maintain good and effective working relationships.
- May represent the Borough in contacts with Federal, State, County and local governments.
- Assist citizens in matters relating to the Borough; review complaints relating to Borough matters.
- Maintain good relations with the news media and community organizations to keep the public informed and promote cooperation with Borough activities and plans.

Send Resume to: Akron Borough, PO Box 130, Akron PA 17501 or [sued@akron-pa.com](mailto:sued@akron-pa.com)

Visit Website [www.akron-pa.com](http://www.akron-pa.com)

