

## **Marcus Hook Borough Manager Job Description**

**Reports To:** Borough Council

**Weekly Hours:** 40 hours/week, as needed to satisfy appropriate staffing of Borough offices and administrative duties that include weekend and evening activities.

Full service municipality in southeastern Pennsylvania located midway between Philadelphia and Wilmington seeks qualified applicants for the position of Borough Manager. This highly visible and responsible position reports directly to Borough Council. Managerial responsibility includes municipal administration of a staff of full and part-time employees as well as a \$4M operating budget, along with a special fire, debt service, capital expenditure, and liquid fuels budget. Requires BS/BA with major in public administration or related field. Masters in Public Administration and/or prior municipal experience a plus. Requires responsible administrative and management experience, strong accounting, financial management and budgeting skills, economic and community development, grants & project management experience, & ability to communicate openly & successfully with elected officials and citizens. Manages day-to-day operations of the town. Ideal candidate is a dynamic, collaborative leader with exceptional interpersonal & consensus-building skills. Representative of the Borough to the public, media, private concerns and works with outside public agencies and elected officials.

### **Duties include but are not limited to:**

- Prepares short-term and long-term objectives for recommendations to Council
- Prepares plans and programs to attain objectives approved by Council
- Determines project priorities to meet objectives approved by Council
- Attends meetings of boards and commissions
- Investigate, write and administer grant opportunities for the Borough
- Attends and participates at state conventions and professional association meetings
- Maintains professional affiliations and keeping abreast of new developments in the field
- Prepare annual Budget, and reports, review budget of all departments
- Prepares monthly reports on all activities, including construction projects and costs and equipment purchases, for submission to Council
- Attends and participates in all municipal meetings
- Meets with land developers, business developers and groups involved in economic developments

- Respond to resident requests
- Develops and administers municipal personnel policies, procedures and programs
- Reviews applications of prospective employees, interviewing and hiring, and when necessary, firing or laying off employees with the approval of Borough Council
- Prepares and/or approves specifications for purchase of major equipment
- Direct and supervise the daily work of the administrative staff
- Maintains Borough documents and records in accordance with proper procedures
- Serves as the Borough's Open Records/RTK Officer
- Coordinates activities of all municipal departments
- Administrator for the Borough's employee benefits plans
- Such other duties and responsibilities as delegated by Borough Council

#### **Education and Training:**

- Bachelor's or Master's Degree in public administration or a related field. Five (5) years of administrative experience including at least three (3) years at a management level. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Experience in local government and organizational management preferred but not required.

#### **Knowledge, Skills and Ability:**

- Ability to work independently and ethically in service of the Borough
- Ability to express ideas orally and in writing
- Knowledge of municipal management and public administration methods and practices
- Knowledge of municipal finance, fund accounting, and municipal budgetary principles and practices
- Proficiency with Microsoft Office and the ability to learn other software packages
- Knowledge of QuickBooks Accounting Software is preferred
- Ability to establish and maintain effective working relationships with employees, elected

officials, and the public.

- Ability to interact with residents in a professional manner

Interested candidates should send a letter of interest, resume, salary requirements, and three professional references to: Borough of Marcus Hook, 1111 Market Street, Marcus Hook, PA 19061, or email [office@marcushookboro.org](mailto:office@marcushookboro.org).