



DILLSBURG BOROUGH

YORK COUNTY, PENNSYLVANIA

A Small Town with a Big Heart

233 South Chestnut Street, Dillsburg, PA 17019-1008

Phone: 717-432-9969 Fax: 717-432-0521

E-mail: dillsburg@dillsburg.com Website: www.Dillsburg.com

Borough Manager Position

The Borough Manager is the Chief Administrative Officer of the Borough and is responsible for the activities of all municipal departments. The manager shall report directly to Borough Council regarding administration, planning and zoning, code enforcement, and public works and shall complete all projects in these areas as directed by Council. The Manager is responsible for all personnel matters of the Borough. The Manager manages all Borough accounts, including the collection of debts and formation of a yearly budget. The Borough Manager serves as a representative of the Borough to the public, media, private concerns and other public agencies. Work is preformed in accordance with accepted municipal management principles and practices.

Duties include:

- Prepare short-term and long-term objectives for recommendations to Council
- Investigates grant opportunities for the Borough
- Writes and administers grants for the Borough
- Reviews budget performance of all departments
- Prepare monthly reports on all activities within the Borough
- Prepares recommendations, background information and cost estimates for monthly council meetings
- Attends and participates in all municipal meetings
- Prepares the annual report and budget
- Maintain public relations contacts with residents
- Develops and administers municipal personnel policies, procedures and programs
- Directs and supervises the daily work of staff
- Maintains Borough documents and records in accordance with the current record retentions manual
- Serves as the Borough's Open Records Officer
- Manages the Borough's pension plan and employee benefits
- Serves as Treasurer
- Such other duties and responsibilities as delegated by Borough Council

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 ability to learn other software packages
- Ability to establish and maintain effective working relationships with employees, elected officials, and the general public

- Ability to interact with citizenry in a professional manner

Education/Training:

- Experience in local government and organizational management preferred but not required