

How to Apply

You can apply by submitting a cover letter, resume, and a completed application form directly to the Council President at rkarboski@macungie.pa.us or mailing it to the Borough Office.

Borough of Macungie
% Ron Karboski
21 Locust Street
Macungie, PA 18062

Borough Manager Job Description

Summary

The Borough Manager is the Chief Administrative Officer of the Borough and shall be responsible to Council as a whole for the proper and efficient administration of the day-to-day affairs of the Borough.

General Statement of Duties

Under general guidance from Borough Council, plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, programs and services of the Borough of Macungie; serves as the Chief Administrative Officer of the Borough, responsible for carrying out the policies and programs determined by the elected Council; ensures development and execution of the municipality's comprehensive plan and budget; ensures borough government operations and functions effectively to serve the needs of Macungie residents and businesses, while complying with applicable laws and regulations; and performs related duties as assigned by the Council.

Duties and Responsibilities:

Employee Oversight:

- Supervise and be responsible for the activities of all Borough departments except the Police Department
- With the concurrence of Council, hire, and when necessary, suspend or discharge employees
- Make recommendations to Council with respect to the compensation of all employees, except police
- Perform annual employee performance evaluations for administrative staff and Public Works Director
- Meet with staff to discuss evaluations and set goals for next year
- Review annual employee performance evaluations for public works staff as prepared by Public Works Director; add additional comments and recommendations if necessary.
- Meet with Public Works Director and Public Works employees to discuss evaluations and set goals for next year
- Implement policies to maintain efficient day to day operation of the Borough staff.

Fiscal Responsibilities:

- Serve as Borough Treasurer or Assistant Treasurer
- Obtain from each department head, staff personnel, board or agency estimates of revenues and expenditures and other supporting duties for the purpose of preparing the budget
- Prepare and submit to Council the annual fiscal budget for the next year and administer same

- Monitor monthly expenses for compliance with adopted budget and if necessary, prepare budget transfers for approval by Borough Council to maintain budget compliance
- Secure payment to the Borough of all money owed and ensure that proper proceedings are taken for the securing and collection of all the Borough's claims
- Serve as the purchasing officer of the Borough in accordance with the provisions of the Borough Code
- Manage and direct the finances of the Borough to insure proper investments of all municipal funds in excess of immediate need as well as the administration of all loans
- Keep an account of all purchases, when directed by Council make a full written report
- Coordinate the annual audit processes
- Prepare Management Discussion and Analysis for Borough and Water Authority Audits
- Provide required documents and information as needed for the following audits:
 - 1) Liquid Fuels Audit
 - 2) Selective Insurance Audit
 - 3) Uniform and Non-Uniform Pension Audits
 - 4) Payroll Audit

Labor Relations:

- Represent Borough Council in matters relative to collective bargaining, contract administration and grievance administration
- Serve on Borough's negotiation team
- Manage employee relations for non-union employees

Community/Public Relations:

- Participate in professional and community organizations on behalf of the Borough and maintain good working relationships with community businesses and organizations
- Attend meetings of the Lehigh County Congress of Governments (quarterly), East Penn Business Council (monthly) as representative for the Borough of Macungie
- Direct and oversee the preparation of a wide variety of reports and presentations to outside agencies; oversee the preparation of press releases and materials for dissemination to the media and the public; maintain effective relationships with the media
- Maintain intergovernmental relations with neighboring municipalities, government entities, and public and private organizations
- Attend monthly Lehigh Valley Municipal Manager Association (LVMMA) meetings to network with peers
- Recruit volunteers for annual Lehigh Valley Cleanup Day in Macungie
- Participate in annual LV Cleanup Day

Grant Writing:

- Research, prepare and submit grant applications
- Monitor projects for satisfactory completion
- Submit progress reports as required
- Submit required documentation for receipt of grant funds
- Prepare close out report

Human Resources:

- Administrator for Borough's Health Insurance Plans
- Attend Pennsylvania Municipal Health Insurance Coop (PMHIC) meetings
- HIPAA (Health Insurance Portability and Privacy Act) Official, duties include developing and implementing the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), developing employee training programs, publishing, and distributing the Notice of Privacy Practices and serving as the designated decision maker for issues and questions involving interpretation of the privacy rules in coordination with legal counsel as needed
- Chief Administrative Officer for Uniform and Non-Uniform Pension Plans responsible for the execution and administration of the plan

Borough Council:

- Serve as Borough Secretary or Assistant Secretary
- Execute and enforce the ordinances and resolutions of the Borough
- Attend Borough Council meetings
- Provide Council with any necessary information relative to or as a result of Council meetings
- Prepare the agenda for each Council meeting and supply pertinent information
- Prepare Manager's notes regarding activities of the Borough to Council for each meeting
- Keep Council informed as to the conduct of Borough affairs
- Email weekly recap reports to Borough Council on prior and upcoming weeks' activities
- Make recommendations to the Borough Council as deemed necessary and appropriate
- Secure compliance with all franchises, leases, permits, and privileges granted by Council
- Employ, with the approval of Council, experts, and consultants to perform work and advise in connection with any of the functions of the Borough and to see to the letting of contracts in accordance with the law
- Supervise performance and faithful execution of all contracts
- Issue rules and regulations, subject to the approval of Council, governing the requisition and purchase of all municipal supplies and equipment
- Investigate and dispose of all complaints regarding services of personnel of the Borough in accordance with the complaint policy
- Publish all notices, ordinances or other documents required by law to be published and prepare all reports which the Borough or any officials are required by law to prepare
- Maintenance of all Borough records and certification of said records when necessary

Water Authority:

- Secretary/Treasurer of the Water Authority
- Prepare the agenda for each Authority meeting and supply pertinent information
- Attend all Water Authority meetings
- Prepare annual fiscal budget for approval by the Authority
- Monitor monthly expenses for compliance with adopted budget and if necessary, prepare budget transfers for approval by the Water Authority to maintain budget compliance

Macungie Institute:

- Attend all meetings of the Macungie Institute Trustees and report on Borough issues
- Assist with preparation of the annual budget for the Macungie Institute
- Oversee duties of the Macungie Institute Facility Manager and daily operation of Macungie Institute

Sewer/Stormwater:

- Attend monthly Lehigh County Authority signatory meetings as Borough of Macungie representative
- Oversee LCA sewer billing and compliance with agreements
- Administer NPDES MS4 Storm Sewer Program as mandated and submit yearly compliance reports to DEP

Civil Service Commission:

- Administer Civil Service testing
- Prepare newspaper advertisement for Civil Service testing
- Review and update application documents if necessary
- Maintain database of applicants, test results and scoring
- Schedule physical and psychological testing
- Schedule background investigations

Right To Know Officer:

- Serve as Borough and Authority Right to Know Officers
- Process submitted Right to Know requests in accordance with Right to Know Law
- Track the progress in responding to requests and issue interim and final responses under the act

Miscellaneous:

- Prepare and submit annual Liquid Fuels report to PennDOT
- Submit documentation on participants and garbage collected to Lehigh County
- Research, prepare and advertise Refuse/Recycling bid
- Review Borough's refuse and recycling ordinances for any changes before advertise bid
- Attend conferences and seminars to obtain the most up to date information and knowledge to properly perform job duties.
- Address complaints from residents/business owners and nonresidents regarding various matters of the Borough
- Any other duties as directed by Borough Council or required by the position

Ability, Knowledge & Qualifications:

- Minimum of five (5) years of experience in municipal management
- Bachelor's degree or a combination of education and demonstrated experience
- Knowledge of PA regulations and local government principles
- Knowledge of government budgeting, accounting, finance, enforcement and procurement practices
- Knowledge of computer and social media programs

- Ability to lead and motivate a dedicated team of employees
- Organized team player who is considerate and able to work well with others
- Ability to work collaboratively with an active governing board and to maintain effective working relations with Borough Council and other municipal officials
- Experience working collaboratively with all stakeholders in municipal environment, including residents, employees, vendors, consultants, collective bargaining units, elected officials, oversight agencies and contractor
- Excellent written and verbal communication skills
- Strong critical thinking and problem-solving skills
- Strong time management abilities
- A valid Pennsylvania Driver's license
- Residency required within a 20-mile radius of the Borough of Macungie

Preferred Qualifications:

- Eight years' experience in municipal management or a related field in Pennsylvania
- Five years' experience as a manager, assistant manager in municipal government or a related field
- Bachelor's degree in public administration, business administration, or a related field from a four-year accredited institution.
- A graduate degree in public administration or a related field.

**BOROUGH OF MACUNGIE
JOB ANNOUNCEMENT FORM**

The Borough is currently accepting applications for the following position:

BOROUGH MANAGER

If you are interested in applying for this position, please read the following information. If you need assistance with the application process, please notify the receptionist at the front desk of the administrative offices.

1. In order to be considered for employment, you must complete the attached application form. Your application may be rejected if information is incomplete or inaccurate.
2. Before you complete the application form, please review the attached job description to ensure you possess the requisite knowledge, skills and ability, to perform the job for which you are applying. As an equal opportunity employer, the Borough will strive to provide reasonable accommodations for individuals with disabilities who would otherwise meet job requirements.
3. Please sign the application form and return it to the front desk of the administrative office. You will be notified if an interview is requested by the Borough. Due to the many applications received by the Borough, it is not always possible to respond personally to every application received. However, you may call the administrative office of the Borough at any time to inquire about the status of your application.
4. It is the policy of the Borough to accept employment applications only when an opening exists. All applications will be kept on file for two years, or longer if the applicant is hired. Please feel free to contact the Borough at any time if you would like to inquire about other openings or complete another application.
5. Offers of employment are conditional on successful completion of a drug test and a background check to ensure the candidate possesses the knowledge, skills and abilities to successfully meet job requirements.

Additional instructions or information (if applicable):

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Borough of Macungie provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran, in accordance with state and federal laws.

BOROUGH OF MACUNGIE
APPLICATION FOR EMPLOYMENT
An equal opportunity employer

LAST NAME	FIRST	MIDDLE INITIAL
PRESENT ADDRESS (STREET, CITY, STATE, ZIP)		
TELEPHONE NUMBER (DAY) (EVENING)		
POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:		
PLEASE CHECK PREFERRED STATUS: ☐ Full-time ☐ Part-time ☐ Seasonal ☐ No Preference ☐ Other :		
DATE AVAILABLE TO START:		
Are you over the age of 18? ☐ yes ☐ no If <u>no</u> , state your age:		
Are you willing to work overtime, if necessary? ☐ yes ☐ no		
Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation? ☐ yes ☐ no		
Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:		
<i>Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.</i>		
During the past ten years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? ☐ yes ☐ no		
Do you have the legal right to work in the United States? ☐ yes ☐ no		
RECORD OF EDUCATION (LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)		
High School	Location	
College	Course of Study	Degree Received Date Received
Other Education		

RECORD OF PREVIOUS EMPLOYMENT (Use additional page if necessary)

(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT. INCLUDE MILITARY SERVICE.)

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE? ☐ YES ☐ NO

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
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APPLICATION FOR EMPLOYMENT

Computer operation:	☐ yes	☐ no
Word processing:	☐ yes	☐ no
Spreadsheet:	☐ yes	☐ no
Publisher	☐ yes	☐ no
Provide example of work projects performed on computer which demonstrates skills:		

If you are applying for a Public Works position, indicate:		
Do you possess a Commercial Driver's License (CDL)? ☐ yes ☐ no		
State:	Operator's number:	Expiration Date:
Has your Driver's License been suspended or revoked in the last 5 years? ☐ yes ☐ no		
If yes, please explain:		
Please indicate most recent moving violation:		
Date:		
Violation:		
State of incident:		

List specialized training courses or on-the-job training you have received :			
What type?	Who provided training?	Dates of training?	Location?

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I agree that a photocopy of this signed application shall have the effect of an original.

(Applicant's Signature)

(Date)

RECORD OF PREVIOUS EMPLOYMENT (Additional Page)**Name**

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number ()		

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