

To apply, forward a cover letter, resume and completed application to: [admin@macungie.pa.us](mailto:admin@macungie.pa.us)  
or to the following address:

Borough Manager  
Borough of Macungie  
21 Locust Street  
Macungie, PA 18062

MACUNGIE INSTITUTE (MI)  
FACILITY MANAGER

JOB DESCRIPTION

General Statement of Duties

The MI Facility Manager (MI Manager) is a part-time, hourly position requiring flexibility in working hours. The MI Manager serves as the MI building representative for the Borough of Macungie. Primary duties include promoting the MI for usage and revenue generation, coordinating and scheduling rentals and special events, monitoring revenues and expenditures, preparing reports, administering various contracts and leases, participating in budget development and administration and ensuring compliance with all applicable policies, procedures and regulations. Duties are varied and require independence, good judgment and analytical thinking.

Supervision

Works under the general supervision of the Macungie Borough Manager

Essential Duties and Responsibilities

- Develop and implement marketing strategies for both the MI and Macungie Borough
- Monitor, manage, and update both the MI and Macungie Borough Facebook Pages
- Identify other social media platforms that would further the MI and Macungie Borough goals
- Develop strategies to recommend and coordinate educational, cultural and social programs
- Pursue grant funding for the MI.
- Promote MI use through public speaking, networking and social media
- Assist the MI Trustees (and Friends of the MI) in establishing fundraising strategies
- Develop and maintain positive and effective relations with financial supporters
- Promote effective communication and positive working relationships with MI Trustees, elected officials, Macungie Borough staff, the public, community groups, businesses, non-profit organizations and the school district
- Greet visitors and conduct tours of the MI
- Recruit, schedule, coordinate and supervise volunteers; maintain records of volunteers' hours
- Schedule, monitor and maintain records regarding use of the MI. Prepare and submit monthly reports to Macungie Borough Manager and Council
- Develop and implement recommendations for rules, policies, fees and hours of operation for use of the MI.
- Prepare and coordinate press releases, and public relations materials, flyers and pamphlets for programs, activities and special events
- Establish and maintain administrative office and filing system
- Recommend purchasing equipment and supplies consistent with the budget in accordance with procedures developed by the Macungie Borough Manager and Council

- Develop recommendations for budget preparation; assist MI Trustees with development of annual budget; maintain financial records of income and expenses; assure sound fiscal management
- Assist MI Trustees in the development of recommendations for short and long-term planning
- Attend MI Trustee meetings and serve as recording secretary maintaining meeting minutes and preparing correspondence as required
- Attend meetings and events as approved by the Macungie Borough Manager
- Facilitate use of the video projection and sound system for events and meetings, operate video and sound equipment for when requested
- Coordinate and assist in setting up and tearing down meeting rooms, if applicable
- Maintain and update MI website and social media sites
- Maintain inventory of Macungie Borough owned property located within the MI
- Perform miscellaneous job-related duties as required and/or assigned by the Macungie Borough Manager
- Use of personal vehicle as needed

#### Required Knowledge, Skills and Abilities

- Knowledge of media and marketing techniques; finance and budgeting procedures; community resources; general office procedures
- Skills in the use of personal computers, Microsoft Office 365 and software applications for desktop publishing, social media; organizing resources and establishing priorities; public speaking and customer service; records maintenance. Strong interpersonal and communication skills.
- Ability to coordinate and facilitate special events and activities for all age groups; work independently; lead and direct the work of others; adapt to changing priorities and multiple demands; make administrative/procedural decisions and judgments; reason and react calmly and quickly in difficult situations and circumstances; respond politely and courteously to citizen inquiries and complaints; communicate clearly and concisely orally and in writing to groups and individuals, establish and maintain an effective working relationship with MI Trustees, Macungie Borough staff, elected officials, non-profit organizations, businesses and the public; exercise sound judgment in evaluating situations and making decisions; gather, analyze data and generate reports; work flexible hours, including evenings, weekends and holidays.

#### Education and Experience Requirements

- High School Diploma or GED.
- Experience directly related to the duties and responsibilities specified.

#### Tools and Equipment Used

Computer and related software packages, Internet and social media programs, video projection and sound system, telephone, copy machine, fax machine and any other equipment for which specifically trained.

### Physical Demands

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the MI Manager is frequently required to sit and talk or hear, stand, walk, use hands to handle, feel or operate objects, controls or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell.
- The MI Manager may occasionally push, pull, lift and/or carry equipment and supplies from 5 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the MI Manager frequently works in a typical interior/office environment. There is very limited exposure to physical risk.
- The noise level in the work environment is usually moderate.

### Miscellaneous

- Valid Driver's License required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between Macungie Borough and MI Manager and is subject to change by the Macungie Borough as the needs and requirements of the job change.

Approval:

  
\_\_\_\_\_  
John Brown  
Macungie Borough Manager

  
\_\_\_\_\_  
John Yerman  
Macungie Council President

Effective Date: Oct 4, 2021

**BOROUGH OF MACUNGIE  
JOB ANNOUNCEMENT FORM**

**The Borough is currently accepting applications for the following position:**

**MACUNGIE INSTITUTE FACILITY 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 with a copy of your resume and cover letter to the front desk of the administrative office.or to email it to: admin@macungie.pa.us. 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.

**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) <span style="float: right;">(EVENING)</span>		
POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:		
PLEASE CHECK PREFERRED STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> No Preference <input type="checkbox"/> Other :		
DATE AVAILABLE TO START:		
Are you over the age of 18? <input type="checkbox"/> yes <input type="checkbox"/> no   If <u>no</u> , state your age:		
Are you willing to work overtime, if necessary? <input type="checkbox"/> yes <input type="checkbox"/> no		
Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> yes <input type="checkbox"/> 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? <input type="checkbox"/> yes <input type="checkbox"/> no		
Do you have the legal right to work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no		
<b>RECORD OF EDUCATION</b> (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	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

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:
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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 (       )		

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 (       )		

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 (       )		

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 (       )		