

Assistant Borough Manager / Chief Financial Officer

This position reports to: Borough Manager (with some input from Borough Council)

Overall Objective:

This is a highly responsible Borough management position involving the general oversight of the Borough's Finance, Business Office, IT and Social Media functions with a strong emphasis on finances. The Assistant Borough Manager represents the Borough Manager in coordinating operations between departments and in assuring that the Borough Manager is kept informed. The Assistant Borough Manager helps to supervise all non-uniformed staff and is second in charge of the management of the Borough. As the highest level official, other than the Borough Manager, the Assistant Borough Manager serves as the CFO for the Borough, Ephrata Area Joint Authority (public water) and the Ephrata Borough Authority (sewer) and has all the authority of the Borough Manager, as may be reasonably delegated to them by the Borough Manager, or acting in their absence.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Assist the Borough Manager with the research, formulation and administration of municipal goals, policies, and procedures;
- Assist the Borough Manager with day-to-day administration of the Borough;
- Act as Borough Manager, as assigned, or in his or her absence (see attached Borough Manager position description);
- Provide general oversight to Finance, Business Office, IT and Social Media departments as assigned and third party contractors through meetings, conferences and the review of records and reports;
- Assist the Borough Manager with oversight of the Borough's economic development plan
- Oversee the Borough's website and social media presence.
- Assist the Borough Manager in public relations and serve as one of the Borough's public information officers
- Keep Manager informed of current organizational issues and the conduct and status of municipal functions;
- Assure that assignments, directions and projects are completed in a timely and professional manner;
- Working with the Finance Manager, develop the annual budget, including capital improvements and personnel requirements;
- Establish and maintain effective and professional working relationships with management, staff, other departments, elected officials, the public, outside agencies, and vendors;
- Communicate effectively and professionally in writing, orally, and with others to understand and convey information, in a manner consistent with job function/position;
- Exercise sound judgment and common sense in evaluating situations and in making decisions;
- Respond to inquiries, complaints, and/or grievances in a timely and professional manner;
- Work under pressure and prioritize work load to meet deadlines;
- Ability and willingness to work such hours and days as are necessary to carry out job responsibilities;
- Maintains confidentiality of information;
- Regularly attend public meetings and represent the municipality at meetings with various boards, committees, and community members, including interacting with county and state agencies;
- Troubleshoot operational problems and assist departments in solving problems, especially where two or more departments are involved or in emergency situations;
- Participate in emergency management planning and response;
- Research and participate in matters pertaining to collective bargaining matters;
- May be required to travel to AMP in Columbus, Ohio on a monthly basis;
- Perform other duties as required or assigned.

Minimum Requirements to Hold this Position:

1) Education/Experience/Training:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or other related field; and
- Five years of experience in administrative functions of municipal government; or

- Two years of experience as an Assistant Municipal Manager; or
- Equivalent combination of education, experience and/or training which provides the knowledge, skills and abilities necessary to perform the essential functions of the position and required work;
- Strong financial experience desired;
- Experience in municipal government and utility operations preferred

2) Knowledge of the following:

- Thorough knowledge of public administration principles and practices;
- Considerable knowledge of municipal staff functions and processes including the Borough owned electric system, sanitary sewer operations, storm water management, finance and budgeting, and administration.
- Local, state and federal laws and regulations governing PA municipalities;

3) Considerable ability to:

- Use standard office equipment, including but not limited to: computer, fax machine, and record retrieval equipment;
- Use computer applications including word processing and spreadsheet software, database management, etc.;
- Plan, organize and coordinate municipal functions;
- Monitor departmental and contractor performance and provide assistance and direction when needed.

Physical Demands of Job

- Ability to sit for extended periods of time while working;
- Frequent hand, fingers and arm use and excellent eye-hand coordination;
- To function in activities involving walking, bending, squatting, reaching and climbing stairs;
- To occasionally stand for extended periods of time;
- Ability to hear clearly and speak intelligibly;
- Ability to see and perform visual activity such as close paperwork, using a display monitor, reading and writing;
- Ability to lift and/or move up to 25 lbs.;
- Ability to use both hands for repetitive actions.
- The Borough offers an attractive wage, comprehensive benefit package and a workplace with an emphasis on quality and teamwork.

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- Complete an application at the Borough or send a resume to: Human Resources Department, Borough of Ephrata, 124 South State Street, Ephrata, PA 17522 or skramer@ephrataboro.org. Visit our website at www.ephrataboro.org.

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