

The Mahanoy City Borough Council, Schuylkill County, is seeking an experienced professional for the position of Borough Manager.

Educational Experience: Education Experience—A degree from an accredited college or university in public administration or experience in the administrative/management of business or public agency, or any equivalent combination of life experience and education.

Other Skills—Knowledge & experience in planning, budgeting, zoning, grants, economic development & intergovernmental cooperation

- Excellent written and oral communication skills
- Ability to take direction from the borough council and exercise independent judgment in accomplishing tasks assigned
- Ability to effectively motivate and direct the activities of other employees and explain and/or justify municipal problems and needs to elected officials.
- Ability to deal conscientiously, fairly and diplomatically with all public requests.
- Ability to organize multiple work assignments and establish priorities
- Ability to read, analyze, and interpret reports and regulations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Ability to create a team environment
- Knowledge of fiscal policies and procedures applicable to municipal finance administration.
- Skill in operating equipment, such as personal computer, software and IT systems.
- Ability to work a flexible schedule based on the needs of the borough
- Working knowledge of Quick Books

Job Description

The Borough Manager is the full-time, chief executive officer of the Borough under its Home Rule Charter and is responsible for the day-to-day operations of the Borough. The Borough Manager reports directly to Borough Council. Primary responsibilities include but are not limited to; managing the Borough's department supervisors; overseeing Borough financial bookkeeping to include proper recording of financial transactions; monitoring accounts payable/receivable; controlling all Borough purchasing; and overseeing all Borough personnel matters. Other responsibilities include but are not limited to; the development and administration of the Borough's annual operating budget and the annual budgets for other Borough funds; origination, implementation and close out of all contracts with federal, state and local agencies; and the execution of all policies established under the Borough's administrative code. The Borough Manager is required to attend each monthly Council work session meeting and regular meeting and any other meeting Council deems necessary.

The Borough Manager will have the unique opportunity to help lead a financially stable borough through a transition to a new form of government. The recently adopted home rule charter, become effective on January 1, 2021. Under the home rule charter, the Borough Manager is responsible for preparing and submitting to Borough Council a new administrative code no later than August 2021.

Salary and Benefits

Salary and Benefits are negotiable. Benefits that may be provided include health insurance, pension and paid leave.

Mahanoy City Borough is a drug free workplace

The Borough invites qualified candidates interested in the manager position to apply. Candidates should send electronic applications to msboro2@ptd.net or by mail to Mahanoy City Borough 239 East Pine St Mahanoy City 17948

Applications should include a cover letter, a resume, and the names and contact information of three references who can address the candidate's qualifications and abilities. Candidate applications will be accepted [717-272-2222](tel:717-272-2222)

Mahanoy City Borough is an equal opportunity employer

Job Type; Full-Time

Schedule

Day shift

Monday to Friday (hours may flex on days of workshop and council meeting)