

**Job Objective (purpose of the position):**

Assists the Borough Manager with the direction, administration, and coordination of selected Borough operations as assigned by the Borough Manager.

**General Definition**

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The employee is responsible for aiding the Borough Manager by carrying out special projects, supervising or coordinating specific programs, attending to administrative details, and other duties as assigned by the Borough Manager. Work requires the exercise of independent judgment and the application of considerable knowledge of municipal organization and programs in meeting a wide variety of work problems involving continual public, inter-governmental and inter-departmental relations.

Assignments may be received in the form of specific or general outlines of desired results and the employee will be expected to develop methods and routines designed to accomplish these assignments.

**Supervision Received**

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Receives broad policy guidance and direction from the Borough Manager.

**Work Schedule**

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The employee in this position is required to work weekdays from 8:00 to 4:30 (with a half-hour unpaid lunch) for a total of 40 hours per week. In addition, the employee is required to attend Council meetings and special events, as specified by the Borough Manager.

**Essential Job Functions (the listed examples may not include all the tasks which may be required of this position)**

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- Assists Borough Manager with the formulation, implementation, review, and control of policies, procedures, rules, and regulations regarding the administration of municipal government.
- Conducts research, procedural and administrative studies and prepares reports of proposed or recommended solutions or courses of action.
- Researches, writes, and edits statistical, financial, and other information.
- Accesses, inputs, and retrieves data from computer.
- Assists department heads with administrative and/or technical problems and procedures; analyzes and resolves problems.
- Establishes and maintains effective relationships by meeting with the public, elected officials, Borough employees, governmental units, and non-governmental organizations; always mindful of the need to maintain confidentiality.
- Assists in the financial operations of the Borough.
- Processes minutes, resolutions, and ordinances.
- Assists in the Borough computer operations.
- Manages website content and assists in social media notifications.
- Coordinates the community information and public relations functions of the Borough.

- Serves as a liaison to the various boards and commissions within the Borough such as, but not limited to Borough Council, Planning Commission, Parks and Recreation Board and Shade Tree Commission.
- Prepares and composes reports and communications for Borough Council at the direction of the Borough Manager.
- Assists in special programs funded by inter-governmental revenues; prepares necessary documentation; confers with officials of other governmental levels; provides local liaison and inter-departmental administration; reviews progress and takes necessary action to overcome problems.
- Participates in budget reviews and the development of the preliminary budget; compiles summary tables and computations; attends budget review meetings.
- Participates in collective bargaining process; compiles necessary research on provisions being negotiated.
- Follows up on departmental assignments to determine progress or the extent of completion and prepares progress reports for the Borough Manager.
- Confers with people requesting service or making complaints in person or by telephone; investigates circumstances and disposes of cases in accordance with established policies and regulations, in a tactful and professional manner.
- Prepares grant applications; oversees grant project reviews and monitors certain bids and contracts.
- Composes articles, news releases, booklets and bulletins as assigned.
- Performs related duties as required.
- Communicates potential problems to the Borough Manager, so that a course of action can be planned.

**Essential Knowledge and Abilities**

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- Thorough knowledge of the principles and practices of public administration.
- Thorough knowledge of the organizations and functions of municipal government.
- Thorough knowledge of the principles and practices and equipment of modern information systems and office management.
- Thorough knowledge of current developments and trends in municipal management and inter-governmental relations.
- The ability to communicate and to express ideas effectively, both orally and in writing.
- The ability to research, write and edit statistical, financial, and information.
- The ability to maintain effective relationships with the public, elected officials, employees, news media and civic and business organizations.
- The ability to exercise good judgment and tact in receiving office callers and in settling problems.
- The ability to continue to learn new concepts and ideas concerning local government.
- The ability to read and interpret complex financial and statistical information, Borough ordinances and policies and architectural and engineering documents.
- The ability to work closely with people.

**North Wales Borough**

**Job Title:** Assistant to the Borough Manager

**Department:** Administration

**Job Category:** Exempt

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**Physical Demands**

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- The ability to sit, handle office implements frequently; repetitive fine manipulation.
- The ability to drive automotive equipment occasionally and have a valid driver's license.
- The ability to withstand exposure to weather occasionally.
- The ability to sit at a desk or table for long periods of time.
- Occasionally standing or walking.
- Occasionally lifting light objects (less than 25 pounds).

**Minimum Education, Training and Experience**

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Graduation from an accredited college or university with a bachelor's degree in political science, public administration, or a related field is preferred. Requires a minimum of one to two years of governmental administration. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities is acceptable.

**Job Location (place(s) where work is performed)**

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Borough Administration Building; various sites within and outside the Borough.

**Equipment (examples of machines, devices, tools, etc. used in job performance)**

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Telephone, Dictaphone, Vehicle, Computer, Sound System, Outlook Calendar, WordPress, QuickBooks, Microsoft Applications (i.e., Excel, Word, PowerPoint).