

Borough Coordinator Job Description

- Shall supervise and be responsible for the Municipal departments except departments that are not delegated by Council.
- Work with treasurer to prepare the budget for the next fiscal year by obtaining from each department head projections for that year. Responsible for administration of the budget after its adoption of Council and in accordance with the laws of the Commonwealth of Pennsylvania.
- Act as purchasing officer of the Borough in conjunction with the Borough Code, all supplies and equipment for the various departments, boards, offices and shall issue rules and regulations to personnel, subject to Council approval, governing the requisition and purchasing of all municipal supplies and equipment.
- To see that all money owed the Borough is promptly paid, and that proper proceedings are taken for the security and collection of all Borough claims in conjunction with the Borough treasurer. Performs payroll functions in absence of treasurer.
- Works with President of Council, Borough Secretary, and Solicitor on Agenda items.
- Shall attend all Borough Council meetings.
- Keep Council and Borough Secretary informed as to the conduct of Borough affairs through the handling of all correspondence, reports, etc.
- Cooperation with Borough Council at all times and in all matters that will assure the best interest of the Borough and the general public.
- Is the liaison between Borough professionals and Council.
- Assure that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.
- Employ after securing the approval of Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough.
- Attendance to the letting of contracts in due form of law, and supervision of the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other Borough officer by statute.
- Work in conjunction with code enforcement and zoning officials to enforce the laws and ordinances of the Borough. Weekly/monthly inspections of the Borough with

Street Department foreman. Will work with Borough Clerk and in the absence of Borough Clerk supplying applications for permits, completed permits, etc.

- Act as open records officer (as indicated in Resolution #233) and handle all requests in the appropriate and timely manner as indicated by ordinance.
- Handle complaints regarding services or personnel of the Borough which he/she shall investigate and resolve in a timely manner.
- Shall attend seminars and other educational training which are beneficial in handling functions of the Borough, grant writing, etc. with approval of Borough Council.
- Handle all Human Resource matters such as Workers' Compensation, disability, new enrollments, etc for health, dental, life insurance, etc.
- Responsible for making recommendations that positions be created or filled—will **not** be responsible for the hiring of personnel. Will take part in securing resumes for job openings and interviewing with Personnel Committee. Shall handle scheduling of contract negotiations along with personnel committee.
- Take disciplinary actions in accordance with Borough policies and procedures and union contracts--report any action taken to Council.

6-25-18