

Borough Administrator Position  
for Middleburg Borough

Middleburg Borough is accepting resumes for the full time salaried position of Borough Administrator. Applicants must be skilled in accounting, Word Perfect/Microsoft Word, dealing with the public, and must be well organized. This position also includes serving as Zoning Officer. A college degree or equivalent experience in a related field, along with a valid PA Driver's License is req'd. We offer a competitive wage and excellent benefits. The job description is available on the Borough's web site at [www.middleburgborough.com](http://www.middleburgborough.com)

Resumes can be sent to Middleburg Borough, 13 North Main Street, Middleburg PA 17842 or emailed to : [middleburgboro@ptd.net](mailto:middleburgboro@ptd.net)  
Job experience references req'd.

**MIDDLEBURG BOROUGH JOB DESCRIPTION**  
**POSITION - Office Administrator/Secretary/Zoning Officer**  
**Full Time w/Benefits**

**GENERAL DEFINITION:**

This is administrative work of considerable difficulty, assisting the Borough Council with the planning and administrative activities of the Borough. The work involves assisting in the direction of all departments and other activities of the government units. This employee is responsible for providing special assistance in financial administration, planning, research and other related functions. The Borough Administrator/Secretary will act as a liaison to the Borough Council for all departments and will coordinate and administer functions for the effective operation of the departments. He/she must be able to take work direction in broad general terms. General direction is received through conferences, and multiple source directives such as Borough Solicitor, Borough Engineers as well as local, state and federal governmental agencies. The employee must exercise considerable independent judgment on behalf of the Council. Work is performed under the direction of the Council and its president. Attendance is required at all regularly scheduled meetings and work sessions.

**AUTHORITY:** Reports to Borough Council

**RESPONSIBILITIES AND DUTIES:**

1. Assists in developing Borough objectives and the formulation and implementation of policies, procedures and regulations concerned with the administration of government.
2. Oversees all administrative functions and provides assistance to department heads to accomplish Borough goals and objectives.
3. Maintain good interdepartmental morale and harmony, and develop the best possible working relationship between self and employees under his/her jurisdiction.
4. Prepare agenda for Council meetings by compiling correspondence, citizen requests, financial reports, list of bills, proposed ordinances and resolutions etc. Prepare background information on items for review of Council prior to the meeting.
5. Attend Council meetings, providing procedural advice on the conduct of the meeting and prepare the minutes by summarizing information in writing and/or audio medium.
6. Prepare weekly payroll and all associated reports.
7. Pay bills and other obligations upon approval of the Council, scheduling payments to the Borough's advantage by observing due dates, discount periods and maturity dates of invested funds.
8. Oversee revenues received from tax collections, permit fees, state and federal allocations, utility payments and fines.
9. Record and deposit funds in proper accounts.
10. Manage short term investment of unused funds to the Borough's advantage while making sure funds are available when required.
11. Advise solicitor in advance of upcoming meeting items that may require legal research, drafting of legislative actions or other preparation.
12. See that legislative actions are properly enacted by typing, checking, researching, advertising and recording the action as required by law.
13. Assist citizens by informing them of Borough rules and laws, explaining procedures, hearing complaints, and either resolving them or referring them to the responsible officials.
14. Assist in preparing the annual budget by summarizing past expenditures, estimating costs of future needs, computing expected revenues and recommending tax rates necessary to meet budget requirements.

**MIDDLEBURG BOROUGH JOB DESCRIPTION**  
**POSITION - Administrator/Secretary/Zoning Officer**  
**Full Time w/Benefits**

15. Prepare reports on grant programs and work with other governmental agencies in obtaining information. Prepare applications, or assist engineer in preparing applications for grants for community development or any other applicable Borough services.
16. Act as liaison between the Borough, the County and consultants as well as representatives of other levels of government and their various agencies.
17. Maintain a "current" file of subdivisions and zoning changes. This includes monitoring dates and obtaining all necessary responses from reviewing agencies.
18. Act as Borough zoning officer. Interpret and administer zoning codes.
19. Prepare, approve, initial and date administrative departmental time sheets.
20. Distribute bid documents following advertisement for bids, unless done by the engineer.
21. Inform department heads of pending expiration of contracts, maintain bid file and process all incoming and outgoing bid documents. Also, maintain contract file and process contracts and performance bonds.
22. Maintain a list of all members of current Borough Council, Mayor, and the Municipal Authority and notify the Council of member expiration dates.
23. Maintain a list of potential candidates to fill vacancies and prepare necessary paperwork.
24. Prepare paperwork for the employment and termination of all Borough employees and research eligibility for benefits and maintain records of same.
25. Maintain the health insurance files and process claims for same, as well as the liability insurance for the Borough.
26. Advertise all public meetings and all necessary advertising for all departments.
27. Initiate annual inventory and prepare report of office furnishings and all Borough equipment including values.
28. Responsible for records management of all Borough files.
29. Serve as the day-to-day liaison between the general public, business and governmental communities.
30. Perform such other work as the Borough Council may require.
31. May be required to represent the Borough at conferences and meetings.
32. Supervise all administrative and office staff.
33. Act as system administrator for office computer system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of office methods and procedures.
2. Knowledge of personnel principles and practices.
3. Knowledge of Borough codes and ordinances.
4. Ability to develop and set up procedures for the office activities to be performed.
5. Ability to make independent determinations on the best possible process to resolve problems.
6. Ability to organize work in a manner which insures smooth processing and accomplishment of priority items on schedule.
7. Ability to communicate effectively, orally and in writing.
8. Ability to work effectively with Borough officials, other government officials, business associates and the public.
9. Knowledge of computer operations, fax machines, copiers, and other office equipment.
10. Absolute reliability and integrity.
11. Must be bondable.
12. Knowledge of all aspects of payroll, budget development and bookkeeping.
13. Be familiar with the language in the most current Personnel Manual, the AFSCME Union Contract and the Police Department Contract.

**MIDDLEBURG BOROUGH JOB DESCRIPTION**  
**POSITION - Administrator/Secretary/Zoning Officer**  
**Full Time w/Benefits**

**TRAINING AND EXPERIENCE REQUIRED:**

1. Education equivalent to completion of two years of college level study which includes courses in public administration or business,  
OR
2. Two years of responsible experience in the administration of a business or public agency,  
OR
3. Any equivalent combination of training and experience.

**OTHER REQUIREMENTS:**

Must have a current Pennsylvania driver's license.

Physical examination, background check and drug testing.

\_\_\_\_\_  
Employee/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer Signature

\_\_\_\_\_  
Date