

Job Title: Lansdowne Assistant Borough Manager

Reports to: Lansdowne Borough Manager

FLSA Status: Exempt

Schedule: M-F, some evenings and weekends.

Leadership Responsibilities:

Administrative/Executive, Operations, Planning

Job Description:

The Assistant Borough Manager contributes operational excellence across multiple departments for the Borough of Lansdowne. The Assistant Borough Manager is a professional and partners with the Borough Manager to carry out the legislative and operational mandates of Borough Council. The position interfaces with Borough staff, Boards and Commissions and Borough Council as well as external clients, vendors and partners. In this role, the Assistant Borough Manager takes on projects as assigned by the Borough Manager to execute initiatives mandated by borough council in a manner consistent with accepted municipal management principles and practices. The Assistant Borough Manager may serve as the Borough Manager's delegate as authorized and is expected to make independent sound judgements in planning work projects and management of operational activities.

Day to day responsibilities include developing reports and reporting to the Borough Manager, development of agendas, letters, meeting minutes, ordinances and resolutions. The Assistant Borough Manager is involved in strategic planning with Borough Manager in innovating borough tools and resources to improve operations and resident and visitor experience. The Assistant Borough Manager contributes to the workforce planning and oversight of employees within the Borough of Lansdowne.

The Borough Manager:

- Contributes to the development and communication of materials for borough council members.
- Serves as needed as an advisor to borough council on items of policy, code, and ordinance development.
- Manages borough projects, coordinating with vendors, and suppliers to ensure project completion within cost, and schedule thresholds.
- Interacts with the public on elevated resident or visitor inquiries.
- Oversees the purchasing of borough assets, equipment, and supplies.
- Monitors the borough to identify emerging concerns in the borough related to community development, parks and recreation, and public works.
- Responsible for workforce planning for departments within span of control.
- Interfaces with elected officials at the local, state and federal level.

Minimum Qualifications:

- BA in Public Administration, Urban Planning or related field.
- 2 years of public administration experience.
- Familiarity with urban planning.
- Strong communication skills.