

**BOROUGH OF CARNEGIE  
ALLEGHENY COUNTY, PENNSYLVANIA  
Assistant Borough Manager  
POSITION DESCRIPTION**

**JOB TITLE:** Assistant Borough Manager  
**DEPARTMENT:** Administration  
**JOB TYPE:** Full-Time, Other Hours as Needed  
**FLSA STATUS:** Exempt  
**TERMS:** Salary, At-Will, Non-Union

**POSITION SUMMARY**

The Assistant Borough Manager shall be responsible for assisting in the administration, direction, and supervision of all departments and other day-to-day activities of the Borough in addition to providing special assistance in finance, personnel, and planning and development.

The Assistant Borough Manager is further responsible for supporting the Borough Manager in coordinating services and efforts of all departments and official boards, agencies, commissions of the Borough to effectively communicate with the public and to promote efficient service delivery.

**SUPERVISION RECEIVED**

Reports to Borough Manager.

**SUPERVISION EXERCISED**

Direct Reports – Municipal Staff  
Department Heads, except Police Chief, in absence of the Borough Manager

**JOB DUTIES**

- Assists in the development and implementation of policies, procedures, rules, and regulations concerning the administration of the Borough.
- Represents the Borough while attending various board, commission, committee, and community meetings, as well as when interacting with federal, state, county agencies, and other local municipalities.
- Research, plan, and help develop new programs that reflect changing conditions within the Borough and to aid the Borough Manager and Borough Council.
- Assists with administrative and technical problems and procedures in assigned departments.
- Prepares necessary documentation for special programs funded by intergovernmental revenues; confers with officials of other governmental levels; provides local liaison and inter-departmental administration; reviews progress and takes necessary actions to overcome program issues.
- Responsible for assisting with the management of municipal grant programs and all bidding procedures for municipal purchases.
- Attends and participates in all Borough Council meetings, assigned committee meetings, and Borough events on a regular basis which includes daytime, evening, and occasional weekends.
- Assists in the preparation of contract negotiations, public bids, RFQs/RFPs, capital purchases, and the coordination of any high-level purchases and/or expenditures.

- Assumes the role of Finance Director in budget analysis and forecasting and provides financial reports to the Borough Manager and Borough Council.
- Works with third-party consultants and contractors to ensure that outsourced services are functioning appropriately. Periodically reviews contracts to identify efficiencies and cost savings.
- Assists in the development and administration of personnel policies and programs, including employment, labor relations, compensation, training, benefits, and employees' services.
- Assists in general personnel administration and human resources, including training of supervisory and administrative personnel.
- Conducts staff performance reviews and direct reports to Borough Manager and Borough Council.
- Any additional tasks or duties per the direction of the Borough Manager and Borough Council.

### **JOB STANDARDS (Minimum qualifications needed to perform essential functions)**

- General understanding of duties and responsibilities of various Borough departments and key personnel as well as their functions within the municipal structure.
- Education and Experience
  - (A) Bachelor's degree (master's degree preferred) in public administration, political science, business management or a closely related field, and
  - (B) Three (3) years of increasingly responsible related experience, or
  - (C) Any equivalent combination of education and experience.
- Understanding of principles and practices of public administration.
- Ability to manage and coordinate activities and projects of a multi-departmental municipal government.
- Knowledge of both fiscal and personnel policies and procedures as they apply to municipal and financial administration, respectively.
- Familiarity with the land development process and PA Municipalities Planning Code.
- Ability to supervise and direct office and union personnel.
- Proficient with effective communication, both orally and in writing.
- Working knowledge of computers and electronic data processing (Microsoft Office, QuickBooks).
- Establish and maintain effective relationships with the public, elected officials and Borough employees, other governmental units, and non- governmental levels.
- Ability to research, comprehend, evaluate, and prepare statistical and financial information.
- Conduct policy initiatives and engage in successful strategic planning.
- Maintain administrative records to prepare reports and answer questions accurately and expeditiously from records.
- Ability to learn new concepts and ideas concerning local government through continuing education classes and forums.
- Exercise good judgment and tact when receiving office calls, meeting visitors, and resolving problems.
- Ability to properly oversee material of a highly confidential nature and sensitivity.

### **ADDITIONAL DUTIES / REQUIREMENTS**

- Serves as backup to other department employees.
- Operates vehicles (municipal and personal) to conduct Borough business, if necessary.
  - Mileage reimbursement for personal vehicle use per federal guidelines.
- Valid Pennsylvania driver's license required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This position can require work hours within a day to extend beyond 8 hours.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. However, when the office is busy, the noise level is moderately loud. Office lighting is provided by a combination of natural daylight and fluorescent lighting.

## **LIMITATIONS**

The duties listed above are intended only as illustrations of the diverse types of work that may be performed by employee in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employee agreement between the Borough of Carnegie and the employee and is subject to change by the Borough of Carnegie as the needs of the Borough and requirements of the job change.

## **SELECTION GUIDELINES**

For consideration, please submit a letter of intent, resume, and three (3) work-related references. Rating of education and experience, oral interview, and job-related tests may be required. Interviews will be conducted on a rolling basis. Please submit applications and resumes by **3:00 PM on Friday, October 25, 2024**. Applications and resumes are to be addressed and submitted to:

**Carnegie Borough  
1 Veterans Way  
Carnegie, PA 15106  
Attn: Steve Beuter, Manager**